

Student Chapter American Institute of Chemical Engineers (AIChE)

CONSTITUTION

Article I - Name

The name of this organization shall be the Colorado State University Student Chapter of the American Institute of Chemical Engineers.

Article II - Objectives

The objectives 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, (2) to contribute to the development of chemical engineering at Colorado State University through activities involving the faculty and student members, (3) to promote membership through various activities and community service, and (4) to network with professionals in industry and academia.

Article III - Membership

Any students enrolled in the Chemical & Biological Engineering Department at Colorado State University shall be eligible for membership. Students enrolled in related engineering or scientific courses may be declared eligible for membership by a simple majority vote of the Colorado State University Student Chapter of the American Institute of Chemical Engineers members. Such vote shall be considered as applying to all members of such groups rather than to individuals.

Article IV - Officers

To direct the activities of the chapter, the following officers and committee members shall serve for the entire calendar year: President, Vice-President, Treasurer, Secretary, Posterboard Committee, Activities Committee, and Marketing Committee. The President and Treasurer, shall have held a Chapter membership for at least one complete term before being elected; however not more than half the Program Committee shall be seniors.

Article V - Election of Officers

Election for the following school year of the officers listed in Article IV shall take place no later than the last meeting of the fall semester.

Nomination for President shall be by written ballot. Choice between the two candidates receiving the first and second largest number of nominating ballots shall then be made by written ballot. The remaining officers, except the members of the Program Committee, shall be elected by the same procedure in the order in which they are listed in Article IV.

Senior members of the Program Committee shall be elected by the chapter members who are juniors at the time of the meeting. The other members of the Program Committee shall be elected by all the chapter members present at the meeting.

All other committees shall be appointed by the President.

Any vacancies in officers which should occur before the end of the school year shall be filled by means of a special election conducted in the manner specified previously.

Article VI - Amendments to the Constitution

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half the members of the chapter.

Article VII - Custody of the Constitution and Bylaws

One copy of the Constitution and Bylaws shall be in the possession of the President of the Chapter.

One copy of the Constitution and Bylaws shall be in the possession of the Advisor of the Chapter.

One copy of the Constitution and Bylaws shall be in possession of the Staff Associate, Student Activities, of the American Institute of Chemical Engineers for the permanent files of the Institute.

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

BYLAWS

Article I - Procedure

The conduct of each meeting shall conform to a generally recognized Rules of Order procedure, the following being hereby adopted:

Article II - Duties of Officers

The *President* shall be the 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 *Vice-President* shall assist the President in the performance of his or her duties and shall preside at the meetings of all other committees. The Vice-President is also in charge of trip planning and coordination. In addition, the Vice-President will stock the soda machine located in Glover 216, the Chemical & Biological Engineering Student Lounge.

The *Secretary* shall keep a record of all meetings in parliamentary form. He or she shall preserve all papers relating to the affairs of the chapter and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the President for, and promptly submit all formal or informal reports requested by the Chapter Advisor or the officers of the Student Chapters Committee. The Secretary will also write and send thank you notes to guest speakers, field trip guides, etc.

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 Advisor upon request. Upon request of the President he/she shall present an oral financial report at any meeting of the chapter. He/She shall present a complete and final written report at the last meeting of each school year, and at that time he/she shall deliver to his/her successor all chapter records and funds in his/her possession. He/She shall preside at meetings of the chapter in the absence of the President and Vice-President. He/she will also issue receipts for dues paid by members.

The *Activities Committee* shall be responsible for planning and arranging for the various activities of the chapter. If an activity will include field trips or travel, the Activities Committee will work with the Vice-President for planning and coordination.

The *Posterboard Committee* shall be responsible for the Colorado State University Chemical & Biological Engineering department's posterboard fundraiser. This includes planning and scheduling set-up and tear-down operations at various locations.

The *Marketing Committee* shall be responsible for maintaining the website, advertising events and meetings, and distributing fliers.

Article III - Dues

The annual dues of the chapter shall be \$20, payable at the first meeting of each school year or at the soonest possible time after that. Dues may be paid in installments of \$10 per semester to the Treasurer. A receipt must be issued to any member that has paid dues as verification of such.

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, provided such two-thirds majority shall include at least one-third of the members of the chapter.

Article V - Amendments to the Bylaws

Amendments to the Bylaws shall be proposed and adopted by the procedure specified in Article VI of the Constitution.