

# Constitution

American Institute of Chemical Engineers  
Rowan University Chapter

## **Article I – Name**

The name of this organization shall be the Rowan University American Institute of Chemical Engineers (AIChE).

## **Article II – Objects**

The objects of this club shall be (1) to promote the professional development of its members by its programs and by its relations with the local AIChE chapters and the national AIChE organization, and (2) to contribute to the development of chemical engineering at Rowan University through activities involving the faculty and student members.

## **Article III – Membership**

Any student enrolled in the chemical engineering major at Rowan University shall be considered members through the attendance of a total of three meeting, events, or service projects during the academic year. Students enrolled in related science, technology, engineering, and mathematics (STEM) courses at Rowan University may also be declared eligible for membership through the addition of one meeting, event, or service project beyond that required of chemical engineering majors.

## **Article IV – Officers**

To direct the activities of the club, the following officers shall serve for an entire calendar year: President, Vice President, Treasurer, Secretary, Fundraising Chair, ChemE Car Chair, Social Media Chair, Industrial and Service Liaison, Student Government Associate (SGA) Representative, Freshman Class Representative, Sophomore Class Representative, Junior Class Representative, and Senior Class Representative.

## **Article V – Election of Officers**

1. Nominations for the following calendar year of the officers listed in Article IV shall take place during the final meeting of the Fall semester no earlier than November. Election of officers shall take place no later than the December meeting of the year.
2. Nominations for each officer shall be communicated to the current President or Secretary.
3. Election of each officer shall be conducted by written ballot at the final meeting of the semester. In the event of a tie for the President, Vice President, Secretary, or Treasurer; a revote shall be cast between the two tied candidates to determine the elected officer. For the remaining positions listed in Article IV, a revote may be cast, or the two tied candidates may agree to share the responsibilities of the position.

4. Committee chairs may be appointed by the President throughout the year at his or her discretion with a majority approval vote at the following general body meeting.

5. Candidates are eligible for election if they have attended any three general meetings, events, or service projects in the past calendar year prior to final meeting. Students who are in their first semester at Rowan University during the election process are still required to have attended three general meeting, event, or service projects in the past calendar year prior to the final meeting.

#### **Article VI – Amendments to the Constitution**

Amendments to the Constitution may be proposed by any regular member of the club so long as that member meets membership criteria outlined in Article III.

Adoption of an amendment shall be by three-fourths vote of all members attending the meeting in which the amendment is proposed.

#### **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 club.

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

One copy of the Constitution and Bylaws shall be in the possession of the SGA Executive Vice President.

One copy of the Constitution and Bylaws shall be in the 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 club, shall preside at all meetings, and shall serve as an ex-officio member of all 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. He or she shall also plan and organize the Senior Banquet during his or her term.

The *Treasurer* shall keep adequate financial records and permit their inspection by any other officer of the club or by the Advisor upon request. Upon request of the President, he or she shall present an oral financial report at any meeting of the club. The Treasurer shall submit a Student Financial Control Board budget request form to the President no later than February 1<sup>st</sup>. He or she shall present a complete and final written report at the last meeting of each calendar year, and at that time he or she shall deliver to his or her successor all club records and funds in his or her possession. He or she shall preside at all the meetings of the club in the absence of the President and Vice President.

The *Secretary* shall keep a record of all meetings in a parliamentary form. He or she shall preserve all papers relating to the affairs of the club 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 Club Advisor or the officers of the Student Chapters Committee.

The *Outreach Chair* is responsible for organizing at minimum two service projects with attendance totaling at least half of the total members of the club and coordinating tours and event speakers. The Chair is responsible for coordinating the planning of these events with the President and communicating the attendance of these events to the Secretary.

The *Fundraising Chair* shall organize and prepare any fundraising activities for the club. The Chair must work with the Treasurer to ensure the proper record and deposit of raised funds.

The *Social Media Chair* shall act as the club's representative on relevant social media websites including, but not limited to, Facebook, Tumblr, Instagram, and Twitter. The Chair shall make posts on the club's respective websites and choose to represent the club on other sites at his or her discretion.

The *SGA Representative* shall attend biweekly Student Government meetings and report information from these meetings promptly to the President and Secretary. The Representative is also responsible for fulfilling any other meeting attendance requirements deemed necessary by the Student Government Association.

The *Class Representative* is responsible for communicating the needs and concerns of his or her respective class to the Executive Committee. The Representative will maintain contact with the majority of his or her class through means the representative deems appropriate. He or she is also responsible for communicating information about each class, such as scheduling, to the Executive Committee as necessary.

### **Article III – Amendments to the Bylaws**

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