

# The Lamar University Chapter of The American Institute of Chemical Engineers

## Organization Constitution

*Last Updated: April 2021*

### Summary of Contents:

- Article I. Name and Purpose
- Article II. Membership
- Article III. Organization Chart
- Article IV. Executive Board Election Guidelines and Officer Duties
  - Section 1. Election Guidelines
    - Officer Requirements
    - Coordinating Elections
    - Executive Board Election/Appointing Timeline
  - Section 2. Executive Board Members and Duties
    - List of Executive Board Members
    - Officer Duties
- Article V. Chem-E Car Team Selection Guidelines and Member Duties
- Article VI. Committee Chair Appointing Guidelines and Duties
- Article VII. Procedures for Logistical Changes
- Article VIII. Declaration of Non-Discriminatory Practices

## Article I. Name and Purpose

The official name of this organization shall be The American Institute of Chemical Engineers (AIChE) at Lamar University. Neither the student organization nor its representatives may suggest that either is acting with authority or as an agent of Lamar University or the Lamar Institute of Technology.

The purpose of this organization shall be to provide professional growth opportunities, to promote community outreach, and to offer a social outlet to all those majoring in Chemical Engineering.

## Article II. Membership

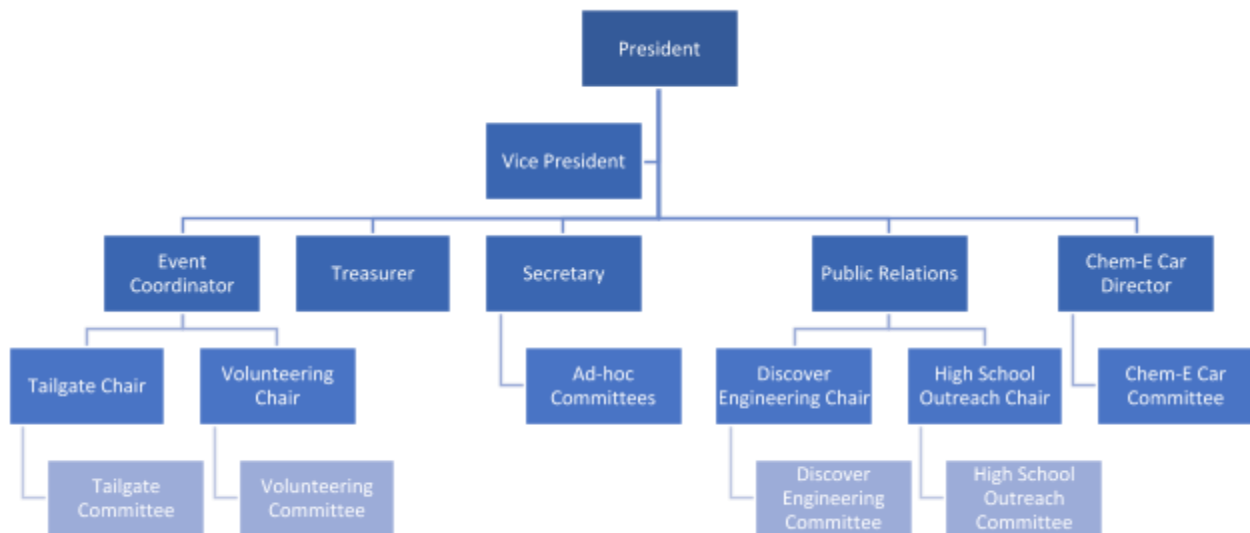
All Lamar University students majoring in Chemical Engineering are eligible for membership in the American Institute of Chemical Engineers.

To be regarded as a regular member with voting privileges, a student must do the following:

- Pay their \$20 yearly dues
- Participate in at least two of the organization's sponsored functions per semester
- Maintain good academic and judicial standing with Lamar University.

## Article III. Organization Chart

The President can alter the following organization chart as positions are added/removed or if the Executive Board votes to reorganize.



## Article IV. Executive Board Election Guidelines and Officer Duties

### Section 1. Election Guidelines

#### Officer Requirements:

*To be eligible for an officer position, candidates must not be committed to an officer position in another organization for the subsequent school year. If elected, officers must commit only to the AICHE position for which they are elected and will not be allowed to serve any large roles in other organizations. Violation of this rule will result in the forfeit of elected AICHE position. This is to ensure that officers have the time and resources to dedicate to AICHE that are necessary to achieve maximum benefit for all members of the Lamar University chapter.*

#### Coordinating Elections

The following guidelines shall be followed when coordinating elections:

- Before elections are held, a presentation outlining all officer requirements and duties will be given to active members to ensure candidates fully understand the responsibilities, time commitment, and importance of the positions they intend to run for.
- The outgoing President will coordinate the logistics of each election, create polls, and will be the only officer with access to election results to maintain integrity throughout the process.
- Winners of the election are decided by who receives the most votes for that respected position.
- Only paid members are eligible to vote. Votes by unpaid members will not be considered in the final count.
- Arrangements will be made and decided upon by the officer team if a special and unique scenario occurs.

#### Executive Board Election/Appointing Timeline

Elections shall be held based on the following timeline to ensure that (a) members can run for multiple officer positions if they so choose, (b) there is an ample amount of time for rising officers to receive training for their new positions, and (c) planning for Chem-E Car can begin during the summer to ensure the car is complete by the upcoming Regional Student Conference.

Candidates have the option to campaign at the meeting prior to the elections. All candidates must submit an application form with a photo for additional information.

- February – **President** and **Vice President** (a week apart)
- March – **Treasurer** and **Secretary**
  - **Chem-E Car Director (Appointed Position)**- Candidates must submit application and go through interview process conducted by Officers and previous Chem-E Car director
- April – **Public Relations** and **Event Coordinator**

Results will be announced at each subsequent meeting and the full rising officer team will be recognized at the end of the year social/meeting.

## ***Section 2. Executive Board Members and Duties***

### **Executive Board Members**

The following officer positions shall be members of the Executive Board of AIChE: President, Vice President, Treasurer, Secretary, Public Relations, Event Coordinator, and Chem-E Car Director.

In special circumstances judged necessary by the President, an ad-hoc committee can be created, and the committee chair will temporarily attend necessary Executive Board meetings to ensure communication is optimal.

All officers shall play key roles in the logistics of running the organization and creating an optimal member experience.

### ***Officer Duties:***

#### **President**

Classification/Experience Required to Accept:

- Junior/Senior
- 1-year Officer Experience
- Elected Position

Description:

- Chair of the Executive Board
- Must approve all critical decisions within the organization
- Oversee functions, budgets, projects, and committees
- Collaborates with Officers/Committee Leaders
- Member of the Student Engineering Council (SEC)
- Register AIChE Chapter with National AIChE & Lamar University
- Coordinate with Executive Board to appoint Committee Chairs
- Maintain relationships with Chemical Engineering Department & the College of Engineering
- Preside over chapter meetings & events
- Complete individual review of responsibilities of each officer, committee chair, and representative in the organization
- Can form new committee when the need arises
- Responsible for delegation of Executive Board centric tasks to each officer
- Determines course of action when special/unusual circumstances occur

#### **Vice President**

Classification Required to Accept:

- All Classes
- Elected Position
- 1-year Officer/Chair Experience

Description:

- Coordinates with Chem-E Car Director and team
- Meets with **ALL** Committee Chairs and Representatives to ensure they:
  - Have all resources they need
  - Are aware of their position's responsibilities and expectations
  - Are meeting these expectations to satisfaction
- Record reports of Chairs and Representatives to relay to other officers
- In-charge of preparing for and participating in LU Cardinal events (ex. Cardinal View, etc.)
- Class representative of his/her classification
- Writes annual report of all activities at end of school year with President
- Will assume President's responsibilities in his/her absence
- Member of Student Engineering Council (SEC)
- Actively involved with organization activities & support in decisions
- Work with President to create meeting agenda/slides

## Treasurer

Classification/Experience Required to Accept:

- All Classes - must be an **active** member for at least a semester
- Elected Position

Description:

- Keeping up with our on-campus bank account through Student Organization Services regularly
- Must be knowledgeable of the Fiscal handbook provided by the Student Organization Services
- Aid the Vice President in interacting with members
- Actively involved with organization activities
- Must learn Reimbursement/Funding Processes
- Regularly update finance records/spreadsheet as needed
- Member of Student Engineering Council (SEC)
- Must train incoming Treasurer on processes
- Work with President/Committees for project/event funding
- Creates general conference budgets
- Work with President/Department/Advisor
- Work with Secretary to distribute chapter shirts and verifying members
- Responsible for keeping track of chapter dues by
  - Keeping up with spreadsheet giving overview of paid and non-paid members
  - Keeping copy of receipts for all transactions (dues, etc.) in finance records/spreadsheet

**\*\* ALL TRANSACTIONS MADE ON BEHALF OF THE ORGANIZATION (FOR EVENTS OR SHIRTS, ETC.)**

**MUST BE APPROVED BY THE PRESIDENT, VICE PRESIDENT AND TREASURER. THIS MUST BE**

**DOCUMENTED BY THE TREASURER IN ORDER TO BE FUNDED OR REIMBURSED. \*\***

## Secretary

Classification/Experience Required to Accept:

- All Classes -must be an **active** member for at least a semester
- Elected Position

Description:

- Keep up with attendance and membership lists
- In-charge of updating the website regularly as needed (events or meeting information)
- Oversees the **Newsletter Committee**
- Reports General/Officer Meetings agenda
- Actively involved with organization activities
- Responsible for meeting information & keeping track of attendance
- Responsible for Gmail
  - Updating email list with new members
  - Updating Calendar for events
  - Sending out email/announcements on behalf of other officers or AIChE
- In-charge of the chapter shirts (ordering and distribution) with the help of other officers
- Work with the Treasurer on keeping records for dues, etc.
- Keep track of necessary information and relay to other officers/committees if needed
- Book rooms for Events/Meetings (work with Event Coordinator)
- Work with Chemical Engineering Department

**\*active-** have been to at least one event/meeting

## Public Relations

Classification/Experience Required to Accept:

- All Classes
- Elected Position

Description:

- Oversees meeting/event marketing
- Post flyers in Lucas & Cherry Engineering
- Maintain AIChE social media accounts (Facebook, LinkedIn, and Instagram)
- Publish engaging posts to maintain good publicity and member interaction
- Post upcoming/relevant information ahead of time
- Work with Secretary on **AIChE Newsletter**
- Actively involved with organization activities
- Build AIChE Membership- recruit new people (ex. LU Cardinal Events, etc.)
- Schedule AIChE Presentation with freshman Intro Class
- Oversee **High School Outreach and Discover Engineering Chairs/Committees**
- Works with Event Coordinator in plant tour execution-if situation allows

## Event Coordinator

Classification/Experience Required to Accept:

- All Classes

- Elected Position
- Description:
- Plans Social and Professional Events
    - Fall BBQ, Tailgates, Joint Tailgates, Monthly Socials, Spring Annual Crawfish Boil
    - Info Sessions
    - Responsible for great attendance & participation
    - Keeping the momentum going- hosting a social or two **monthly**
  - Book rooms for events/meetings (work with Secretary)
  - Option to do joint tailgates -if situation allows
  - Actively involved with organization activities
  - Aid the Vice President in LU Cardinal Events
  - Oversee **Volunteering and Tailgate Chairs**
  - In-charge of interacting with members
  - Aids in plant tour execution with Public Relations- if situation allows

## Article V. Chem-E Car Team Selection Guidelines and Member Duties

### Selection Guidelines

Candidates for the Chem-E Car Team must be selected through an application and interview process conducted by the appointed Chem-E Car Director of Operations. The duties of each position must be thoroughly explained to all candidates for that position. The Director of Operations can modify the current application procedure as they see fit.

### Team Structure and Objective

Each Chem-E Car team consists of the Director, Project Manager, Designer, Research and Development, Safety Officer. The team must design and build a small car that is powered by a chemical reaction and abides by all AIChE's regulations. This vehicle must safely carry a specified load over a given distance and stop. All team members report directly to the Director in conjunction with the Vice President. Additional members may be on the team and assigned as needed.

### Team Members

#### Chem-E Car Director of Operations

Classification/Experience Required to Accept:

- Non-Freshman
- Appointed Position by President, Vice President, and former Director
- Preference given towards members who have served on Chem-E Car Committee

Description:

- Reports **all** information to Vice President after every meeting
- Responsible for Chem-E Car budget, poster, car, and overall Project Success
- Selects and trains team members and for the Chem-E Car team

- Collaborate with the Treasurer for conference expenses
- Collaborate with Public Relations to obtain sponsorships
- Collaborate with Chem-E Department to ensure parts/chemicals are bought and shipped appropriately
  - Create a material order list, reviewed and approved by the team, to submit to Advisor
  - Material list must be presented to Advisor in a team meeting
- Must produce an operating car to compete at the Regional Conference in the spring semester (\*Failure to produce an operating car by Chem-E-Car Registration Deadline will result in prompt dismissal = withdrawal from Regional Conference competition; will be required to meet with Officer team and Advisor to address the situation)
- Can have multiple car designs & teams
- Responsible for communications between team members and AIChE officer team
- Responsible for updating team list log on Google Drive
- Must give updates of progress at monthly general meetings
- Selects team members for the Chem-E Car Team- **ASAP**
- Start brainstorming the Summer before the semester begins

#### **Project Manager**

- Second in command, Acts as Director in their absence
- Determines the scope of the work and established phases
- Delegates assignments and sections of the Engineering Design Package
- Meets with Lamar faculty staff to obtain access to Lab or machinery
- Gathers materials necessary, ensure the team has what they need
- Maintains the schedule and ensures that all deadlines are met
- Ensures proper documentation

#### **Designer**

- Draws up final design of the vehicle
- Supplies designs for poster
- Makes a list of required parts, checks compatibility
- Documents all parts used on the car and where they can be purchased
- Collaborates with R&D to troubleshoot
- Maximizes efficiency of the car
- Teams up with R&D to test and record data

#### **Research and Development**

- Researches chemistry being used
- Responsible for lab notebook to document progress
- Responsible for knowing and understanding the science behind the car
- Collaborates with designer to troubleshoot
- Collaborates with designer to test and record data
- Complicates the chemistry sections of the Engineering Design Package



### **Safety Officer**

- Ensures that design is safe and follows all safety regulations set by AIChE
- Responsible for overall Lab Safety
- Researches potential hazards associated with chemicals
- Keeps all SDS (Safety Data Sheet) documentation up to date
- Collaborate with Project Manager to make sure paperwork is turned in on time
- Keeps an overall log of progress

## **Article VI. Committee Chair Selection Guidelines and Duties**

### ***Selection Guidelines:***

Committee Chair selections will be made from a candidate pool for each respected committee. The Volunteering, High School Outreach, Discover Engineering, and Tailgate committee chairs will be selected after a gathering of a candidate pool and an interview. The President, the Vice President, and the officer that the chair will directly report to (via the organization chart) will conduct the interview. The final decision will come from the President. All candidates and ballots must be paid members of the organization.

### ***Committees:***

#### **Volunteering**

- Will report directly to the Event Coordinator in conjunction with the Vice President
- Responsible for orchestrating and executing one volunteering event for the academic school year
- Responsible for communications between team members and AIChE officer overseer
- Committee will have the ability to aide in the support of other committees when needed
- Chair must collaborate with other chairs/officers when the need arises
- Responsible for keeping track of volunteer information (attendance, hours, etc.)

#### **High School Outreach**

- Will report directly to Public Relations in conjunction with the Vice President
- Responsible for orchestrating and executing one high school campus visit per semester
- Can include SEC high school outreach events
- Will be responsible for AIChE involved outreach activities through the SEC on behalf of the AIChE Organization
- Able to request support from the volunteering committee
- Responsible for keeping track of outreach information (attendance, schools, etc.)

#### **Discover Engineering**

- Will report directly to Public Relations in conjunction with the Vice President
- Responsible for planning and executing a booth at Discover Engineering Event on behalf of the AIChE Organization
- Chair will remain intact as long as the SEC event is intact
- Responsible for having enough manpower to successfully run the event
- Can request support from the volunteering committee
- Responsible for keeping track of information (attendance, experiments, etc.)

## **Tailgate**

- Will report directly to Event Coordinator in conjunction with the Vice President
- Responsible for the Homecoming Game Tailgate
- Can collaborate with the SEC or another organization
- Responsible for hosting a Tailgate outside of the Homecoming Tailgate
- Can collaborate with the SEC or another organization
- Work with Treasurer on establishing a budget for tailgates
- If adjoined with the SEC requesting funding from the SEC
- Responsible for growing and outperforming the previous year's tailgates

## **Ad-Hoc Committees**

If a special circumstance arises that requires a temporary committee to complete a task, the President can create this committee, define its duties, and the Executive Board can appoint the chair. An example that indicates a need for an Ad-Hoc Committee would be a Conference Committee when Lamar University hosts the Southwest Regional Student Conference. If the committee requires the creation of a bank account, the President and Secretary will be on the account. The Committee Chair can also elect to be on the account.

### ***Representatives:***

Eligibility for all Representatives:

- Freshman, sophomore, junior, and senior
- Preference to freshman
- Must have 3.0+ GPA
- If a freshman is a representative and falls below the GPA requirement after his/her first semester he/she will be replaced immediately
- If any representative falls below the GPA requirement he/she will be replaced immediately

## **ESC Representative**

Selection Process:

- Appointed by the President and Vice President

Duties:

- Main contact for Regional Liaison for Southwest Region
- Funnel information from Nationals to Executive Board
- Attend ESC conference calls on behalf of our chapter
- Orient officers and chapter members with benefits of being a National Member of AIChE, participation in AIChE after graduation, and resources that the ESC offers
- Responsible for keeping chapter involved in ESC and national programs

## **SEC Representative**

Selection Process:

- Appointed by the President and Vice President
- May have multiple representatives

Duties:

- Responsible for taking SEC meeting notes that apply and reporting to Vice President
- Responsible for being knowledgeable for upcoming AIChE meeting/events
- Answer SEC requests in absent of the President
- Must attend AIChE officer meetings upon officer's request
- Failure to do so may fall to termination under the President's discretion

## **SGA Representative**

Selection Process:

- Appointed by the President and Vice President
- May have multiple representatives

Duties:

- Responsible for taking SGA meeting notes that apply and reporting to Vice President
- Must attend AIChE officer meetings upon officer's request
- Failure to do so may fall to termination under the President's discretion

## **Historian**

Selection Process:

- Appointed by the President and Public Relations
- May have multiple representatives

Duties:

- Responsible for taking photos at all AIChE or AIChE related events and reporting to Public Relations
- Can assign members to take photos as needed
- Posts photos to Facebook page after each large event

## Newsletter Team

Selection Process:

- All classes
- May have multiple members

Duties:

- Will report directly to Secretary and Public Relations
- Contribute in writing the newsletter- monthly or every other month
- Attend events to write about or interview individuals as needed for articles

## Definitions and Explanations:

- Coordinator – leader of event and is responsible for event
- All Classes – sophomore, junior, or senior
- SEC – Student Engineering Council
- SGA – Student Government Association
- Special and Unique Scenario – situation that is not outlined in the constitution
- Appointed – not to be determined from a vote
- Large roles – President, Vice President, Treasurer, Secretary, Public Relations, etc.

## Article VII. Procedures for Logistical Changes

All offices will be held for a 1-year period with elections held in the latter part of the academic year (late spring). If an officer is in the co-op program or has demonstrated that they are not capable of fulfilling their duties, arrangements will be made for an election to fill the vacant time when the co-op will be working, unless the officer can demonstrate capability to fulfill their duties.

Vacancy elections will not be allowed for the President. The Vice President will assume the office. If the Vice President is unavailable to serve the position the Treasurer will assume the duties. Elections will be made to fill the Treasurer vacancy with the candidate not required to have 1 year of officer experience.

Officers are responsible for fulfilling their duties outlined in this document and any other duties assigned by the President. If these duties are not being fulfilled, the President will issue a formal warning to the officer. If there continues to be an issue after the officer has received a formal warning, then the officer will be removed from their position and the same procedures will be followed as if the officer was completing a co-op.

**The current elected officer team, along with Advisor approval, must unanimously agree upon all changes and additions to the constitution.**

## **ARTICLE VIII. Declaration of Non-Discriminatory Practices**

The University is required to file with the federal government each year a report declaring its compliance with the Civil Rights Act. Failure to comply could result in loss of support for virtually all of our student financial aid programs, loss of federal funds for buildings, and ineligibility for federally funded grants in support of institutes, conferences, research, and other activities. The University cannot properly declare its compliance with the Civil Rights Act if it practices discrimination on the basis of race, color, creed, sex, or national origin, except as may be provided by law, including the granting of official recognition to student organizations which practice such discrimination. We request your cooperation with the following:

Any student organization that practices discrimination, except as provided by law will be in danger of removal of its charter and withdrawal of University recognition. This means that any student who presents himself/herself for membership in your organization must be accepted as long as he/she meets the necessary requirements as applied to all potential members. In case of recognized social sororities and fraternities, this means that any student who represents himself/herself for participating in intake activities must be accepted for this program and must be treated in exactly the same manner as all others. All requests for literature related to your organization and to new member intake must be filed without regard to race, color, creed, or national origin. Charges of discrimination will be investigated thoroughly and appropriate action taken