Constitution & Bylaws of the Student Chapter of

the American Institute of Chemical Engineers

at the University of Florida

**PREAMBLE**

By recognizing the importance of the development of engineering knowledge and skills for the continued advancement of ourselves, our University, our community, our world, and human welfare in general; and by further recognizing the need for a student organization that unites students at the University of Florida to achieve these goals,

We, the members as a united group, pledge ourselves to the promotion and understanding of the profession of Engineering; hence,

We, the members and elected representatives of the Student Chapter of the American Institute of Chemical Engineers at the University of Florida, do hereby adopt the following constitution.

**Article I - NAME OF ORGANIZATION**

The name of this organization is the “Student Chapter of the American Institute of Chemical Engineers” at the University of Florida,, and shall hereafter be referred to by the abbreviated title “AIChE.” This chapter of AIChE is affiliated with the American Institute of Chemical Engineers, operating in New York, New York. The website of the American Institute of Chemical Engineers is [www.aiche.org](http://www.aiche.org).

**Article II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, AIChE is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit Department of Chemical Engineering, and operates within the scope and function of it. As such, AIChE is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

**Article III - PURPOSE STATEMENT**

The purpose of AIChE shall be to:

1. Promote the professional interdisciplinary development of its members by its relations with the University of Florida, other student Chapters, and the American Institute of Chemical Engineers;
2. Contribute to the development of Chemical Engineering at the University of Florida through activities involving the faculty and all classes of student members;
3. Encourage membership and see to the needs of its members;
4. Sponsor and coordinate projects that will benefit the organization, College of Engineering, the University, and the community;
5. Act in the best interests of the members of AIChE, the UF Department of Chemical Engineering, the University, and the surrounding community.

**Article IV - COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, AIChE shall be a registered student organization at the University of Florida. AIChE shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

**Section A.** Non-Discrimination

AIChE agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

**Section B.** Sexual Harassment

AIChE agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking g and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

**Section C.** Hazing

AIChE agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members

**Section D.** Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If AIChE becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

**Section E**. Officer Eligibility

AIChE understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**Article V - MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**Article VI. BYLAWS FOR AIChE**

AIChE may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). AIChE agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**Article VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The advisor and Department of Chemical Engineering holds the responsibility to oversee the day-to-day functions and operations of AIChE, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

**Section A:** Appointment and Approval of the Student Organization Advisor

The Student Organization Advisor shall complete a membership form and supply all necessary information and documentation that the organization requires to fulfill its business. The position of Student Organization Advisor is to be selected by the Chairperson of the Department of Chemical Engineering at the beginning of the semester following the departure of the previous Student Organization Advisor from their position, and confirmed by a simple majority vote of the Executive Council. The Chapter body will then vote to approve the replacement by a simple majority. It is recommended that the student organization advisor remain in office for the duration of their tenure, however, their term is at the discretion of the organization. If at any time the organization wishes to elect another student organization advisor, the executive board will select a replacement nominee by a vote of simple majority. The Executive Council’s nominee will then be approved by a simple majority of the Chapter body. The student organization advisor should be one whose ideals are aligned with the organization’s objectives, and is willing to serve as a source of information and advice for the club.

**Section B:** Duties and Objectives

The Student Organization Advisor shall act as a guide and a facilitator to the purpose as set in the AIChE Constitution. In action, they shall support the organization through active participation in meetings, helpful and insightful advice, and representation of the organization whenever possible.

**Section C:** Membership Entitlement

The Student Organization Advisor is given Affiliate Membership status for the duration of her/his tenure as the AIChE Student Organization Advisor.

**Article VIII - OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the R[egistered Student Organization Classification and Officer Eligibility Policy](https://policy.ufl.edu/policy/rso-classification-officer-eligibility/).

The elected officers of AIChE shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

All executive officers and board of directors, hereby referred to as the Assembly, must uphold the Constitution and Bylaws of AIChE.

A minimum of one executive board member and one director must be in attendance at all local AIChE chapter meetings hosted during the Fall and Spring semesters.

**Section A:** Executive Officers

The executive officers of AIChE shall be the President, Vice President, Treasurer, and Secretary. Terms of office shall be for a period of one academic year for the President, Vice-President, and Treasurer and for one semester for the Secretary. These positions will be elected.

**Sub-Section 1:** Duties of Executive Officers

The President shall:

1. Have general supervision of the affairs of AIChE and preside at all meetings,
2. Prepare a written end-of-semester report of all AIChE activities, which occurred during the semester,
3. Submit a copy of this report to the Student Organization Advisor,
4. Prepare a written end-of-term report of all AIChE activities, which occurred during the term of office; submit a copy of this report to the Student Organization Advisor and President-Elect,
5. Be authorized to act, in accord with AIChE Constitution and Bylaws, on behalf of the organization in business affairs,
6. Make decisions based upon the best interests of AIChE, its members, the University, and the community,
7. Be in charge of communication within the organization,
8. See that the other AIChE officers perform their duties in accordance with the AIChE Constitution and Bylaws,
9. See that standing committees are performing their duties as described in the AIChE Bylaws; acts as an ex officio member of these committees,
10. Attend finance meetings for approval of budget by SG,
11. Attend at least one local AIChE chapter meeting,
12. Shall additional funding be required present additional funding request to the Department Chair,
13. Appoint ad-hoc committees necessary to perform special functions such as Department Banquet in ChemE Day, and act as an ex officio member of these committees,
14. Act as Chair of the Executive Council and General Body meetings; be responsible for parliamentary procedure, and
15. Delegate work to officers and appropriate committees.

The Vice President shall:

1. Perform all duties of the President in the event of the President’s absence,
2. Prepare a written end-of-term report of AIChE activities conducted through the office of the Vice President; submit a copy of this report to the President, and Vice President-Elect,
3. Oversee all committees and competitive programs within AIChE and report findings to the President,
4. Assist with conference and travel arrangements,
5. Maintain copies of the AIChE Constitution and Bylaws; make copies available to members upon request,
6. Be the default ChemE Jeopardy Captain,
7. Be responsible for ensuring the competitive programs meet regularly and perform their duties,
8. Report status of the competitive programs to The Assembly at Officer Meetings,
9. Attend at least one local AIChE chapter meeting,
10. Be responsible for adhering to Robert’s Rules of Order (Newly Revised) during meetings, and keep a copy accessible in case of disputes, and
11. See that the AIChE President performs duties in accordance with the AIChE Constitution and Bylaws.

The Treasurer shall:

1. Advise the President and General Body of the current financial status of AIChE,
2. Fully acquaint the Treasurer-Elect and President-Elect with financial activities,
3. Be authorized to submit to Student Government the proper forms for the allocation of AIChE funds for programming or travel activities
4. Assign tier levels to the sponsorship package
5. Compile a written end-of-term report covering all phases of the Treasurer’s activities that includes all pertinent recommendations or suggestions that would improve AIChE operations; submit this report to the President, President-Elect and Treasurer-elect,
6. Create and request funds from SG by submitting a projected Operating Budget, Event Budget, and Travel Budget the semester prior for the next semester,
7. Shall additional funding be required create a budget to be presented to the Department Chair,
8. Attend finance meeting for approval of budget by SG,
9. Fill out SAR/TAR forms for all reimbursements needed,
10. Turn in appropriate receipts to SG Finance office within three weeks (15 business days) after event,
11. Provide financial statements submitted to the President at Executive Council meetings,
12. Acquire approval by the President for all large purchases that need to be made, and
13. Make a full financial statement available at the first and last Executive Council meeting of every semester.

The Secretary shall:

1. Take attendance at all events and meetings (find an alternate in case of absence),
2. Record minutes of all officer meetings and general body meetings, log and store all AIChE documents dispersed during the semester, and
3. Serve as keeper of the Constitution and Bylaws,
4. Review all proposed changes to the AIChE Constitution and Bylaws and present them to the Assembly,
5. Advise the Assembly on matters relating to the Constitution and Bylaws,
6. Keep track of current membership forms, activities participated in by members, and current membership status of all members,
7. Submit a report that documents all of the AIChE events over the term; send to the President to revise,
8. Create and distribute Weekly Update emails containing upcoming events,
9. Attend at least one local AIChE chapter meeting,
10. Edit and revise important documentation and communication as seen fit by the Executive Board,
11. Seek to help AIChE in establishing positive relations with the BEC and other student organizations on campus and inform the President and General Body of events that help promote other organizations’ objectives.

**Sub-Section 2:** Impeachment of Executive Officers

Any member of AIChE may move to impeach an Executive Officer by submitting a request in writing to the Chem-E Car Director. If, in the opinion of two-thirds of the Assembly, it becomes necessary to remove an Executive Officer for failure in his/her duties, abuse or misuse of the privileges of the Chapter, criminal offenses or conduct, actions deemed unbecoming, failure to uphold the purpose of the organization set forth in Article III, or otherwise acted in such a way as to inhibit the success of AIChE, its officers, or its members. It shall be done by a three-fourths majority vote of a quorum attending the next regular General Body meeting. The voting members of the quorum must have previously attended at least two events held by AIChE in the current semester.

The impeached shall be given the floor for no more than fifteen minutes to speak in their defense. The Chem-E Car Captain shall act as solicitor of AIChE and is prohibited from voting.

**Section B:** Board of Directors

The Board of Directors shall be the External Programs Director, Internal Programs Director, Marketing Director. Outreach Director and Chem-E Car Director. Each Board of Directors position will be elected & shall have a term of one semester. An exception is Chem-E Car Director which runs for a year and is a non-elected position.

**Sub-Section 1:** Duties of the Board of Directors

 Creation of the Sponsorship Package:

1. Will be collaborative between all directors, and
2. Details of committee events which require sponsorship shall be compiled into one document.

The External Programs Director shall:

1. Keep an up to date corporate contact list,
2. Make all possible attempts to expand AIChE’s relationships to new companies while strengthening current company relations,
3. Keep a list of previous sponsors,
4. Distribute the sponsorship package,
5. Serve in an official capacity as a company representative on behalf of AIChE to foster positive affiliations with companies,
6. Serve as the primary contact for industry recruiters for companies with whom AIChE has formed established relationships,
7. Inform companies of notable AIChE activities with the intent of gaining sponsorship,
8. Attend at least one local AIChE chapter meeting,
9. Oversee all duties assigned to the Corporate Liaison and ResearchGraduate School Liaison, and
10. Head the External Programs Committee.

The Internal Programs Director shall:

1. Coordinate and oversee both social and developmental programs hosted by AIChE,
2. Adhere to all regulations set forth by the Department of Student Activities and Involvement,
3. Organize Week of Welcome events,
4. Plan the end of Semester BBQ,
5. Work with the President to organize all Holiday Events,
6. Attend at least one local AIChE chapter meeting,
7. Oversee all duties assigned to the Social Programs Coordinator, Mentor Program Coordinator, and
8. Head the Internal Programs Committee.

The Marketing Director shall:

1. Manage and distribute information to the General Body,
2. Manage and distribute information between the General Body and the Officers, Department, and University,
3. Send email via Canvas one week prior to General Body meetings, and send a reminder email one day prior to advertise AIChE General Body meetings,
4. Head all external correspondence and general advertisement,
5. Initiate photo documentation throughout the semester and organize end-of-semester scrapbooking event,
6. Design the sponsorship package using information given by the board of directors
7. Be in charge of managing and expanding the alumni network,
8. Attend at least one local AIChE chapter meeting,
9. Oversee all duties assigned to the Editor and Chief, and the Web Developer, and
10. Head the Marketing Committee.

The Outreach Director shall:

1. Seek to better the organization’s relationship with the community through community service projects,
2. Organize K-12 education events to foster an interest in STEM fields with K-12 students, and
3. Schedule and advertise community service opportunities including education outreach,
4. Organize the participation in E-Fair,
5. Develop and maintain an Experiment Log Book that includes Safety Procedures, Experimental Protocols, and an Inventory Sheet,
6. Attend at least one local AIChE chapter meeting,
7. Work with the president to compile a written end-of-term report submitted to the outgoing President and President-Elect covering all phases of the Outreach committee’s activities, including an inventory of Outreach supplies,
8. Communicate with the Sister Chapter of the AIChE through the Sister Chapter Chair,
9. Create a means to facilitate communication between the Sister Chapter and members of the General Body,
10. Oversee all duties assigned to the K-12 Engagement Coordinator and Sister Chapter Chair, and
11. Head the Outreach Committee.

 The ChemE Car Director Shall:

1. Oversee a budget for the upcoming Competition according to the guidelines and deadlines set by the AIChE President and Treasurer, ChemE car secretary and co-director.
2. Appoint the volunteer members team leads to work on projects deemed necessary to the successful execution of the office,
3. Report to AIChE President, Vice President, and General Body of the state of ChemE Car Committee when requested,
4. Work with the President, Vice President, and Treasurer to ensure proper travel accommodations of team members are made,
5. Submit monthly updates regarding the committee’s progress to the Vice President
6. Fully acquaint the incoming ChemE Car Committee members with ChemE Car competition activities,
7. Attend at least one local AIChE chapter meeting,
8. Compile a written end-of-term report submitted to the outgoing President and President—Elect covering all phases of the ChemE Car Committee’s activities, and
9. Be an ex officio member of the ChemE Car Committee; act as the Committee Director,

The Special Events Director shall:

1. Lead ad hoc Special Events Committee,
2. Work in conjunction with the Board of Directors to organize a Sophomore Retreat each fall semester,
3. Oversee the activities of the Professional Programs Coordinator,
4. Coordinate and oversee the travel arrangements for conferences and other official business not occurring within the Gainesville, FL area.
5. Ensure that hotel bookings are within 5 miles of the event and/or accessible to the event by public transit service.
6. Conduct review of selected hotels or accommodations and the safety of the surrounding area, reporting findings in writing to the Executive Board.
7. Work with the Treasurer to ensure accurate and complete reimbursement
8. If AIChE at UF hosts the Spring regional conference,
	1. The Special Events Director will serve two semesters,
	2. Two supplemental conference coordinators will be elected, who will
		1. Have completed at least Transport,
		2. Attend Board of Directors meetings,
		3. Be eligible to run for Executive Board positions in the following semester,
		4. Serve in the position for two semesters,
		5. Split the responsibilities of organizing Spring Regional Conference with the Special Events Coordinator,
9. If AIChE at UF does not host the Spring Regional Conference,
	1. There will not be supplemental conference coordinators,
	2. The Special Events Director will serve only one semester.

**Sub-Section 2:** Impeachment of the Board of Directors

Any member of AIChE may move to impeach a Director by submitting a request in writing to the Secretary. If, in the opinion of two-thirds of the Assembly, it becomes necessary to remove a Director for failure in his/her duties, abuse or misuse of the privileges of the Chapter, criminal offenses or conduct, or actions deemed unbecoming, failure to uphold the purpose of the organization set forth in Article II, or otherwise acted in such a way as to inhibit the success of the AIChE, its officers, or its members. It shall be done by a three-fourths majority vote of a quorum attending the next regular General Body meeting. The voting members of the quorum must have previously attended at least two events held by the AIChE in the current semester.

The impeached shall be given the floor for no more than eight minutes to speak in their defense. The Chem-E Car Director shall act as the solicitor for AIChE and is prohibited from voting.

**Section C:** Non-Elected Officers

The Non-Elected Officers shall include the Corporate Liaison, Graduate School Liaison, Social Programs Coordinator, Professional Programs Coordinator, Mentor Program Coordinator, Editor in Chief, Web Developer, K-12 Engagement Coordinator, Sister Chapter Chair, ChemE Car Director, ChemE Jeopardy Captain, Design Captain, Video Team Captain,

The ChemE Car Director shall have a term of one year with the ChemE Car Director being appointed in the spring semester. All other non-elected officers shall have a term of one semester with the exception of the Conference Coordinator(s) who can have a term of one year if AIChE at UF hosts the spring regional conference.

The ChemE Jeopardy Captain, Design Captain and Video Team Captain will be appointed in the fall and shall serve during the spring semester.

Non-elected officers are appointed by a majority of the Assembly.

The Executive Council may propose a new chair position at any point during the year, and a majority of the Assembly may enact the proposal. Upon completion of voting, the position will be given temporary chair status and will not accrue any additional voting privileges, unless the position is made permanent by a constitutional amendment

**Sub-Section 1:** Special Qualifications of Non-Elected Officers

1. Must have been an active member in the AIChE for at least one semester.
2. The Graduate School Liaison and Professional Programs Coordinator must have completed Junior Trio or higher.

**Sub-Section 2:** Duties of Non-Elected Officers

The non-elected officers shall include Corporate Liaison, Graduate School Liaison, Social Programs Coordinator, Professional Programs Coordinator, Mentor Program Coordinator, Editor in Chief, Web Developer, K-12 Engagement Coordinator, Sister Chapter Chair, ChemE Car Director, ChemE Jeopardy Captain, Design Team Captain, Video Team Captain,. They shall adhere to the guidelines of Article X, Section C of the AIChE Bylaws.

The Corporate Liaison shall:

1. Assist the External Program Director in organizing the fall semester Sophomore and Transfer Student Retreat,
2. Advertise and organize Networking Events,
3. Organize plant tours,
4. Assist the External Programs Director in the performance of their duties, and
5. Be an ex officio member of the External Programs Committee.

The Research Liaison shall:

1. Serve as the primary contact for Internal and External research opportunities,
2. Maintain and develop a relationship with Universities, National Laboratories, and other Research Institutions,
3. Host one Research Fair per semester, before AIChE conference,
4. Work with the Chemical Engineering Department to host Poster Competitions and Seminars,
5. Assist members in applying to and learning about graduate schools and research experiences for undergraduates (REUs), and
6. Be an ex officio member of the External Programs Committee.

The Social Programs Coordinator shall:

1. Assist the Internal programs director in organizing all socials for AIChE,
2. Be an ex officio member of the Internal Programs Committee.

The Professional Programs Coordinator shall:

1. Schedule resume critiques, panel discussions and other professional development workshops,
2. Work with the Corporate and ResearchLiaisons to schedule discussion panels with industry professionals and graduate schools
3. Assist with planning the Sophomore Retreat,
4. Be an ex officio member of the Special Events Committee.

The Mentor Program Coordinator shall:

1. Host a Mentor-Mentee social during the Week of Welcome events,
2. Host a minimum of two Mentor-Mentee Events per semester
3. Coordinate the Mentor-Mentee Olympics for the end of Semester BBQ with Internal Programs Director
4. Schedule challenges for the Mentor-Mentee competition,
5. Report Mentor-Mentee points to the Secretary,
6. Work with the Social Programs Coordinator to plan socials for Mentor-Mentee, and
7. Be an ex officio member of the Internal Programs Committee.

The Editor in Chief shall:

1. Produce and distribute a semesterly newsletter to inform the General Body, BEC, SG, Department, and alumni network of AIChE activities,
2. Present a basic outline of the Semester Newsletter to the Assembly no later than 8 weeks into the semester,
3. Photograph all GBMs and major events as defined by the Board of Directors,
4. Designate the role of photography to another officer if unable to attend, and
5. Be an ex officio member of the Marketing Committee.

The Web Developer shall:

1. Appoint the volunteer members to work on projects deemed necessary to the successful execution of the office,
2. Submit a written report to the President and Vice President detailing all improvements to the AIChE Website at the end of the semester, and
3. Be an ex officio member of the Marketing Committee.

The K-12 Engagement Coordinator shall:

1. Plan a minimum of two Outreach events at local K-12 schools per semester,
2. Maintain contact with representatives of schools we visit and plan to visit,
3. Organize volunteers to attend outreach events,
4. Assist the Outreach Director in developing and maintaining an Experiment Log Book that includes Safety Procedures, Experimental Protocols, and an Inventory Sheet, and
5. Be an ex officio member of the Outreach Committee.

The Sister Chapter Chair shall:

1. Create a means to facilitate communication between the Sister Chapter and members of the General Body,
2. Design a video to send to the Sister Chapter once a year,
3. Assist the K-12 Engagement Coordinator in completing his or her duties, and
4. Be an ex officio member of the Outreach Committee.

The ChemE Jeopardy Captain shall:

1. Organize biweekly practice sessions for the ChemE Jeopardy Competition,
2. Meet with the Chapter Faculty Advisor at least once before the ChemE Jeopardy Competition,
3. Appoint the volunteer members to participate on the ChemE Jeopardy Team and work on projects deemed necessary to the successful execution of the office,
4. Report to AIChE President, Vice President, and General Body of the state of the ChemE Jeopardy Team when requested,
5. Work with the President, Vice President, and Treasurer to ensure proper travel accommodations of team members are made,
6. Fully acquaint the incoming ChemE Jeopardy Team with ChemE Jeopardy Team competition activities,
7. Compile a written end-of-term report submitted to the outgoing President and President—Elect covering all phases of the ChemE Jeopardy Team’s activities, and
8. Submit weekly updates to the Vice President.

The Design Captain shall:

1. Meet with the Chapter Advisor at least once a month,
2. Hold weekly meetings with the Design Committee,
3. Appoint the volunteer members participate on the ChemE Design Team and to work on projects deemed necessary to the successful execution of the office,
4. Report to AIChE President, Vice President, and General Body of the state of the Design Project when requested,
5. Fully acquaint the incoming Design Committee with Design Competition activities,
6. Work with the President, Vice President, and Treasurer to ensure proper travel accommodations of committee members are made,
7. Compile a written end-of-term report submitted to the outgoing President and President—Elect covering all phases of the Design Committee’s activities, and
8. Submit weekly updates to the Vice President.

The ChemE Cube Captain shall:

1. Be a two-semester position beginning in the Spring,
2. Register the team and select a presentation time,
3. Meet with the ChemE Cube Faculty Advisor at least once before the Virtual Presentation,
4. Hold weekly meetings with the ChemE Cube Team,
5. Appoint the volunteer members participate on the ChemE Cube Team and to work on projects deemed necessary to the successful execution of the office,
6. Report to AIChE President, Vice President, and General Body of the state of the Cube when requested,
7. Fully acquaint the incoming ChemE Cube Team with ChemE Cube Competition activities,
8. Work with the President, Vice President, and Treasurer to ensure proper travel accommodations of committee members are made,
9. Compile a written end-of-term report submitted to the outgoing President and President—Elect covering all phases of the Design Committee’s activities, and
10. Submit weekly updates to the Vice President.

**Sub-Section 3:** Removal of Non-Elected Officers

A Non-Elected Officer may be removed by a majority vote of the Assembly. No non-elected officer is permitted to be present or permitted to vote on non-elected officers’ removal proceedings.

**Section D:** Resignation

Any member of the Assembly or Non-Elected Officer who wishes to resign or needs to resign for medical reasons can do so by informing the Assembly or Non-Elected Officer. Resignations for Academic or Medical reasons or as the result of an Internship or Co-Op will not bar an individual from pursuing a position within the AIChE in the future. Other cases may be assessed at the discretion of the President.

**Section E:** Limitations for Consecutive Runnings

**Sub-Section 1:** Executive Board

Executive Board Officers shall not run more than one year consecutively for the same board position unless no candidates run for that position in which the officer would be given permission to continue running if desired. The exception to this rule is the Secretary who shall not run more than two semesters consecutively under the same conditions as the other Executive Board Officers.

**Sub-Section 2:** Board of Directors

Board of Directors Officers shall not run more than two semesters consecutively for the same board position unless no candidates run for that position in which the officer would be given permission to continue running if desired.

**Sub-Section 3:** Non-Elected Officers

Non-Elected Officers shall not run more than two semesters consecutively for the same officer position unless on the second round of applications there still is no interest or qualified candidates for the position.

**Article IX - ELECTIONS**

In the absence of clear direction on election, amendment, and /or voting procedures, AIChE agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**Section A:** General Qualifications for the Assembly and Non-Elected Officer.

All members of the Assembly and Non-Elected Officer must have the following minimum qualifications:

1. Must be currently enrolled as a full-time student in the University of Florida to run for President, Vice President and Treasurer.
2. Must be a current member of AIChE.
3. Must be free of any academic and/or conduct probations.
4. Must be free of any impeachment convictions from AIChE
5. Must never have been removed from an officer position within AIChE.

**Section B:** Nominations

Nominations for the President, Vice President and Treasurer will take place once a year. Any member as stated in Article XI, Section B may nominate any member who meets the qualifications for the position. All nominations must be completed at least one week prior to the General Body meeting at which voting will occur.

Nominations for the Secretary and the Board of Directors will take place once a semester. Any member as stated in Article XI, Section B may nominate any member who meets the qualifications for the position. All nominations must be completed at least one week prior to the General Body meeting at which voting will occur.

**Section C:** Elections

The election of all officers shall be completed by December for the fall Semester, and by May for the spring semester, and shall proceed as stated in Article IX, Section B of the AIChE Bylaws. Voting shall be open to all members empowered by this constitution. The President of AIChE shall be present when the ballots are counted and shall announce the results immediately following completion of the ballot counting. The person receiving the simple majority of votes for each office shall be elected as stated in Article IX, Section A, Sub-Section 1 of the AIChE Bylaws. In the event a simple majority is not obtained, the winner will be determined by alternative vote as outlined by Article IX, Section A of the AIChE Bylaws. The presiding officer shall only vote in the event of a tie between the final two remaining candidates. The option of voting by secret ballot shall be honored by the presiding officer any time before voting begins; any debate of the nominations for an office shall be done in the presence of all nominees for the office in debate.

**Sub-Section 1:** Special Qualifications of Executive Officers

1. Must have been an active member in AIChE during the current semester when running except where it concerns the President who must have been an active member for at least two semesters.
2. To run for the position of President or Vice President, a candidate must have already had an executive or board of directors position in the past. All other executive positions do not require the candidate to have already had an officer position.
3. Any member of AIChE who has previously held the position of President may not be an Executive Officer.
4. No executive officer may hold two executive positions within AIChE during the same semester.

**Sub-Section 2:** Election of Executive Officers

The President, Vice-President, and Treasurer shall be elected by a simple majority of active members; the elections for these positions shall occur once a year and shall be completed by May.

The Secretary shall be elected by simple majority of the active members, the elections for these positions shall occur twice a year, and shall be completed by December for the fall semester and by May in the spring semester.

**Sub-Section 3:** Special Qualifications of Board of Directors

1. Must have been an active member in AIChE during the current semester for running

**Sub-Section 4:** Election of the Board of Directors

All Board of Directors shall be elected by a simple majority of the active members, the elections for these positions shall occur twice a year, and shall be completed by December in the fall and by May in the spring.

**Section D:** Voting

**Sub-Section 1:** Vote by Non-Officer Members

For the election of officers each non-officer member shall be given the opportunity to rank candidates in the order of their preference in the style of alternative vote. In the event that a simple majority is not reached, procedure will follow as defined in Article IX, Section A, Subsection 6.

**Sub-Section 2:** Vote by Executive Officers

Each shall have one vote in each transaction of business in the General Body and the Executive Council, except for the President as regulated in Article IX, Section B, Subsection 4, and the ChemE Car Director as regulated in Article IX, Section B, Subsection 5. In the event that the voting member is absent, that member shall have been considered to have abstained in the voting. In the event a clear majority is not reached, voting shall take place by secret ballot referred to in Article IX, Section A, Subsection 4.

**Sub-Section 3:** Quorum of Voting Members

A quorum for any AIChE meeting is a simple majority of active members as defined by Robert’s Rules of Order. A quorum of the voting members of AIChE shall be necessary for the transaction of any business of the AIChE unless otherwise provided in the Constitution and Bylaws.

**Sub-Section 4:** Vote by the President/Presiding Officer

The President/Presiding Officer shall have no vote in any election, except in the case that they are the candidate of an election, or in the event of a tie vote as prescribed in Article IX Section A. In this situation, the President or Presiding Officer shall be entitled to one vote in the secret ballot.

**Sub-Section 5:** Vote by the ChemE Car Director

The right to vote in General Body meetings shall be granted to the ChemE Car Director , but they are not given voting privileges in the Executive Council.

**Sub-Section 6:** Alternative Vote Procedure

During elections members will rank candidates in the order of their preference. The candidate ranked first on each ballot will receive one vote. In the event that a simple majority, defined by 50% + 1, the candidate with the least amount of votes will be eliminated. If there is a tie for the least amount of votes the ranking of the least favorite candidates will be added up and the candidate with the highest number will be eliminated. The ballots for the eliminated candidate will be recounted as a vote for the next highest ranked candidate on that ballot that has not been eliminated. This process of elimination will be continued until either a simple majority is reached or there is a tie between the remaining two candidates. In the event of a two-way tie the Presiding Officer will break the tie.

If an impasse is reached that does not fit any of the above criteria a revote will be conducted using only the candidates that have not been previously eliminated. Any voters that leave before the revote takes place forfeit their right to vote.

**Section E:** Elections Procedures

Each nominee for the Executive Council shall have up to four minutes to speak before the General Body. Immediately following, the nominee shall have a maximum of two minutes to answer any questions presented by the General Body. The nominee shall then leave the room, and a discussion of their candidacy shall commence for a maximum of three minutes. All other nominees for the same position shall leave the room during this time.

Each nominee for a Board of Directors position shall have up to two minutes to speak before the General Body. Immediately following, the nominee shall have a maximum of one minute to answer any questions presented by the General Body. The nominee shall then leave the room, and a discussion of their candidacy shall commence for a maximum of three minutes. All other nominees for the same position shall leave the room during this time.

**Section F:** Endorsement of Political Parties

AIChE shall not endorse or condone any political party slate in any election process on the University of Florida campus. There will be no soliciting of votes by political parties at the general meetings of the AIChE.

No officer of AIChE shall support any political candidate or party in the name of the organization.

**Section G:** Transfer of Power and Special Elections

If the President, for any reason is unable to complete their term of office, the Vice President shall assume the office of President, and a new Vice President shall be elected during the next General Body meeting. If both the President and Vice President, for any reason are unable to complete their terms of office, the Treasurer shall assume the office of the President and a new Vice President and Treasurer shall be elected during the next General Body meeting. If the President, Vice President and Treasurer are all unable to complete their terms in office, the officer board will determine, by vote, the best officer to take over as President and the other vacant offices will be filled by election during the next General Body meeting. If any officer other than the President or Vice President vacates their office, the President shall appoint a replacement, who shall hold the position until the end of the original term.

**Section H:** Southern Regional Conference Special Election

If the Chapter intends to run for Host Chapter of the Southern Regional Conference, thereby nominating the Chapter President for Regional President, a special election may be held prior to the Regional Convention to extend a bid to run for Host Chapter by a three-fourths majority vote.

In the absence of clear direction on election, amendment, and /or voting procedures, [Name of organization] agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**Article X - FINANCE**

No dues shall be collected as a criterion for membership in the AIChE.

As a University Sponsored Student Organization, AIChE does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by the Department of Chemical Engineering and/or donations from companies, alumni, etc. Funds will be used for t-shirts; active membership prizes; conference travel; and food, venue and supplies for professional and social events as necessary.

Fundraising will be conducted by the Treasurer Committee, External Committee, and Marketing Committee/

As a USSO, AIChE will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

**Article XI - DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, AIChE will leave any assets and outstanding funds to the Department of Chemical Engineering.

**Article XII -AMENDMENTS TO THE CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

All amended constitutions must be submitted directly to Student Engagement for review and approval.

Amendments to the Constitution must be submitted in writing to the Secretary.

Amendments are presented and discussed by the Executive Council then shall. appear before the Assembly and must pass with a majority vote. Amendments may only appear before the Assembly two times and then are no longer eligible to be resubmitted.

Adoption of an amendment shall be by three-fourths majority vote of a quorum of the Chapter body and adoption shall occur within one academic year of the vote.

All proposed amendments and bylaws shall be submitted to the Secretary.

**Section A:** Review Phase

Amendments to the AIChE Constitution and changes to the AIChE Bylaws may be proposed by any member of AIChE. Proposals shall be submitted to the Secretary, which will verify adherence to the local, state and federal laws, as well as the University of Florida and Student Government rules and guidelines. Amendments are presented and discussed by the Executive Council then shall. appear before the Assembly for voting. The Secretary shall review proposals in a timely manner, and a summary shall be disclosed to the Executive Council pertaining to the reasoning for their vote.

In the event the proposal is rejected, the author shall be notified of the reason for rejection.

**Section B:** Authorization and Voting Phase

After proposed constitutional amendments are reviewed and accepted by the Secretary, and passed by a simple majority of the Assembly, the proposal shall be read in the next General Body meeting. Immediately following, a vote shall be held. The constitutional amendment shall be adopted upon approval by a three-fourths majority vote of the quorum.

After proposed bylaws are reviewed and accepted by the Secretary, the bylaw shall be adopted upon approval by a simple majority of the Assembly. Upon a tie vote of the Assembly, the result shall be decided by a majority vote of the Executive Council. In the event of a tie vote of the Executive Council, the result shall be decided by the decision of the Faculty Advisor.

**Section C:** Exceptions to Precedence.

If a written statement of approval by the Faculty Advisor is provided with the necessary procedure of Article XXII of the AIChE Constitution, the President may evoke Authorization to temporarily amend the Constitution in the event that the Constitution is in violation of University policies.