

**By-Laws of the Northeastern Student Chapter of the
American Institute of Chemical Engineers**

1. The Executive Board shall meet at least once monthly.
2. All Chair positions are eligible to create and maintain a committee to assist in planning events and activities. Committees are recommended but not required.
3. The President shall make available the agenda of all Executive Council meetings at least two days before the meeting. Likewise shall the Chairs make available the agendas for any committee meetings at least one day ahead of time.
4. General meetings shall occur once weekly during the Fall and Spring semesters. Exceptions may be made for special events and holidays.
5. Publicity emails shall be sent no earlier than 30 days and no later than two days before any event or meeting with which they are concerned.
 - a. Email submission forms must be sent to the Publicity Chair no later than 24 hours before they are to be sent out.
6. It shall be the responsibility of all officers planning events to document their event for administrative purposes by filling out a brief report that shall, at a minimum, include the time, date, and nature of the event; the actual cost of the event; the estimated attendance and demographics of the attendees; notes on any particularly successful parts of the event; and notes on any part of the event that needs improvement.
7. In the event that an officer must resign from their position before the completion of their term, the protocol will be as follows:
 - a. The officer must inform the President of their inability to continue in their role in a timely manner
 - b. The officer must finalize or otherwise hand-off any event planning that may be in progress before departing
 - c. The officer's intention to resign must be witnessed and documented in the E-Board meeting minutes
8. In the event that a position is vacated before the annual election in the Spring, the following Emergency Election Protocol shall be used:
 - a. The election will follow General Election protocol with a condensed timeline according to the urgency of the situation.
9. If a member has submitted an amendment to the Constitution or bylaws, the vote of approval for that amendment will only be considered valid if that member is present at the voting meeting.