

CONSTITUTION OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS, NORTHEASTERN UNIVERSITY CHAPTER

Article 1: Name

The name of this organization shall be the American Institute of Chemical Engineers of Northeastern University, hereafter referred to as NU AIChE.

Article 2: Purpose

NU AIChE shall serve the community for chemical engineering students at Northeastern University through professional networking events, educational events, and social events and outings. Furthermore, NU AIChE will connect its members with Northeastern University faculty and staff, professional engineers, potential employers, Northeastern University chemical engineering alumni, and other students.

Article 3: Affiliation

NU AIChE is affiliated with the American Institute of Chemical Engineers. This organization shall maintain ties with the national headquarters of the American Institute of Chemical Engineers, hereafter referred to as AIChE National, as a sanctioned student chapter.

Article 4: Membership

Section 1: NU AIChE does not discriminate on the basis of race, national origin, color, gender, gender identity, religion, religious creed, genetics, sex, age, ancestry, veteran status, disability, or sexual orientation.

Section 2: Membership will be open to all full-time undergraduate students.

Section 3: Graduate students, part-time undergraduate students, College of Professional Studies students, and non-Northeastern affiliates may become associate members by paying a membership fee that is set by the Executive Board, not to exceed \$20 per semester. Associate members are not eligible to vote or hold any position within this organization by either election or appointment.

Section 4: Members will be considered “active members” once they attend at least 3 meetings per semester and 1 special event, as determined and publicized by the Executive Board, or once granted active member status by the Executive Board. Exceptions will be decided per guidelines included in the bylaws.

Section 5: NU AIChE will maintain a membership of at least twelve members at all times.

Article 5: Chemical Engineering Car

Section 1: Chemical Engineering Car, hereafter referred to as ChemE Car, shall be a semi-autonomous, dependent sub-organization of NU AIChE, with one voting spot on the Executive Board of NU AIChE, as defined in Article 5, Section 3.

- Section 2: Members of ChemE Car shall be considered “voting members” once they have attended at least $n - 5$ meetings per semester, where n is the total number of meetings held during the semester.
- Section 3: ChemE Car shall have at least one but not more than two captains who will serve a one year term. The captains shall be elected by the ChemE Car voting membership each Spring semester. Eligibility requirements for captainship will be addressed in the ChemE Car bylaws.
- Section 4: The ChemE Car captain(s) shall be responsible for all aspects of ChemE Car operations, including efforts to attract corporate sponsors, as well as for regularly updating the NU AIChE President, Treasurer, and Faculty Advisor on these operations and their associated costs. The ChemE Car captain(s) shall also be responsible for attending, or sending at least one knowledgeable representative who shall have the power to vote on their behalf, to each Executive Board meeting.
- Section 5: In the event of an Executive Board vote occurring when there are two ChemE Car captains present, per Section 2 of this Article, they must cast their vote unanimously or abstain. If necessary, a vote shall be tabled for no longer than five minutes if the ChemE Car captains deem it necessary to leave the room to consult each other.
- Section 6: ChemE Car shall at all times have a graduate student advisor who is responsible for supervising all activities in the Unit Operations Lab and verifying that all members engaged in such operations have the proper training.
- Section 7: ChemE Car shall maintain a set of bylaws governing their operations, which shall be appended to this document. Under no circumstance shall ChemE Car maintain a separate Constitution from that of NU AIChE.
- Section 8: The ChemE Car Bylaws may be amended by unanimous agreement among the ChemE Car Captains. NU AIChE’s faculty advisor and ChemE Car’s graduate student advisor shall hold the power of absolute veto over any amendment or change to the ChemE Car Bylaws. In the event that a conflict arises between the NU AIChE Constitution and bylaws and the ChemE Car Bylaws, the NU AIChE Constitution and bylaws shall take precedence.

Article 6: Advisor

- Section 1: The advisor to the club must be a full-time faculty or staff member at Northeastern. The advisor will be an ex-officio, non-voting member on all committees of the organization.
- Section 2: The advisor will be responsible for financial oversight by signing all financial forms for the Student Activities Business Office.
- Section 3: The advisor shall attend Executive Board and General Meetings as needed. The advisor shall be available to meet with a member of the Chief Executive Council, as defined in Article 7, Section 5, as needed or as determined by the bylaws.

Article 7: Officers

Section 1: All officers will be responsible for knowing and understanding the information in the Student Organization Handbook, the Code of Student Conduct, the Guide to Residence Hall Living, and all other published university policies.

Section 2: All officers must be full-time undergraduate students at Northeastern University and considered active members of NU AIChE.

Section 3: Any officer of NU AIChE who misses more than half of the Executive Board Meetings in a semester may face impeachment and removal from office with a 2/3 majority vote of the Executive Board and the approval of the Faculty Advisor.

Section 4: The officers of NU AIChE and their roles shall be:

PRESIDENT:

- (a) Schedules and runs all Executive Board meetings. Oversees the scheduling and execution of General meetings and events.
- (b) Maintains consistent contact with the Chief Executive Council and the Executive Board, as well as the ChemE Car Captains.
- (c) Meets, as required, with NU AIChE's faculty advisor and university representatives.
- (d) Meets with representatives from other student groups as required.

VICE PRESIDENT:

- (a) Coordinates regularly with the President
- (b) Assists the President with organizing and running meetings and events.
- (c) Responsible for booking spaces for NU AIChE meetings and events.
- (d) Acts in President's place in the event of the President being unable to preside over an Executive Board or General meeting, or a meeting with NU AIChE's faculty advisor.

TREASURER:

- (a) Manages finances and fundraising, and attends all Student Activities Business Office required meetings.
- (b) Approves all organization expenditures and coordinates reimbursements as appropriate.
- (c) Tracks all organizational debits and credits and produces a regular account balance report, which will be distributed to, at a minimum, the President, Vice President and faculty advisor.

SECRETARY:

- (a) Takes minutes at all Executive Board and other meetings/events upon request.
- (b) Responsible for maintaining organization documents and records, including active membership information.
- (c) Responsible for collecting and maintaining appropriate documentation of completed meetings and events, as determined by the bylaws.

PROFESSIONAL AND ALUMNI RELATIONS CHAIR:

- (a) Responsible for coordinating with professional contacts and chemical engineering co-op faculty for all professional events, and coordinating with alumni contacts for all alumni events.
- (b) Maintains an active list of professional contact persons and chemical engineering alumni.
- (c) Responsible for coordinating the Co-op Mixer/Career Fair during the Fall and Spring

semesters and at least one alumni event per semester.

(d) Responsible for managing the Professional and Alumni Relations Committee, if one exists.

(e) Responsible for recruiting committee members and volunteers for events and initiatives.

SOCIAL EVENTS CHAIR:

(a) Responsible for planning, organizing, and executing social events and meetings within NU AIChE, with other COE student groups, and other AIChE student chapters.

(b) Responsible for managing the Social Events Committee, if one exists.

(c) Responsible for recruiting committee members and volunteers for events and initiatives.

STEM CHAIR:

(a) Responsible for planning and coordinating at least one STEM related community outreach event per semester.

(b) Responsible for managing the STEM Committee, if one exists.

(b) Responsible for recruiting committee members and volunteers for events and initiatives.

FUNDRAISING CHAIR:

(a) Responsible for planning and coordinating at least one fundraising event per semester.

(b) Responsible for managing the Fundraising Committee, if one exists.

(c) Responsible for recruiting committee members and volunteers for events and initiatives.

PUBLICITY CHAIR:

(a) Sends weekly emails to all NU AIChE members keeping them abreast of all NU AIChE meetings and events, as well as events of interest to the chemical engineering community.

(b) Generates and/or reports ideas concerning the publicizing and marketing of NU AIChE.

(c) Maintains NU AIChE's presence on all appropriate social media platforms and is responsible for extending and/or adjusting this presence as appropriate.

(d) Responsible for managing the Publicity Committee, if one exists.

SGA/SAC REPRESENTATIVE:

(a) Attends all meetings of the Student Government Association (SGA) and completes appropriate trainings as necessary.

(b) Attends monthly Student Advisory Council (SAC) meetings.

WEBMASTER:

(a) Responsible for upkeep of the NU AIChE and ChemE Car websites.

(b) Responsible for creating and maintaining all election and voting forms and ensuring their integrity.

Section 5: The Chief Executive Council will consist of the President, Vice President and Treasurer. The Executive Board shall include all elected officers, each of whom is awarded a single executive vote, and the ChemE Car captain(s), who will be awarded a single vote as outlined in Article 5, Section 1.

Section 6: Any officer can fulfill the role of serving, or designating a representative, on the respective Student Organization Leadership Council.

Article 8: Election of Officers

Section 1: Elections shall be sufficiently publicized to all members 2 weeks in advance.

Section 2: The application process will open 2 weeks prior to elections. Only active members may apply for officer positions and are eligible to apply only to positions for which they meet the requirements. The application requirements for each officer position are as follows:

PRESIDENT: To apply for the office of President, applicants must be current or past NU AICChE officers and in good standing with the organization.

VICE PRESIDENT & TREASURER: To apply for the office of Vice President or Treasurer, applicants must be current or past NU AICChE officers or committee members and in good standing with the organization.

CHAIRS: To apply for a Chair position (Professional and Alumni Relations, Social, STEM, Fundraising, or Publicity), applicants must be current or past NU AICChE officers, have served on a NU AICChE committee or have E-Board experience outside of NU AICChE, as well as be in good standing with the organization.

ALL OTHER POSITIONS: All other positions are open to any applicants in good standing with the organization.

In the case of there being no eligible candidates for a given position, eligibility requirements for the position will be reduced to the next strictest requirement level, i.e. President will be reduced to the Vice President/Treasurer requirements, Vice President will be reduced to the Chairs requirements, and Chairs will be open to all applicants in good standing. Reduction of requirements will continue until an eligible candidate is found.

The Chief Executive Council will be responsible for reviewing all applications. If any applicants are found to be ineligible for the position they applied to, the Chief Executive Council must contest the application. Contestations will be upheld by a majority vote by the Executive Board, to take place prior to the release of the ballot, and will otherwise be denied. In the event of a contestation being upheld, the offending applicant will be notified of their ineligibility and will not be placed on the ballot. Appeals may be addressed to the NU AICChE faculty advisor.

Section 3: The election meeting will take place at the end of the spring semester. The ballot will be released 3 days prior to the election meeting. Polls will close at the conclusion of the election meeting.

Section 4: Each position will be voted on separately. The voting order shall be the order in which the officer roles are listed in Article 7, Section 4. Under no circumstance shall one person serve in more than one officer role during the same semester.

Section 5: Voting shall be conducted using an immediate-runoff ranked voting system, as outlined below. Ties shall be broken by applicant preference, as outlined below. Candidates shall be selected by application submitted by the candidate themselves.

Here, immediate-runoff ranked voting proceeds as follows: the voting membership shall rank candidates for each position in order of their personal preference, "1" being most highly ranked. Only the order of the rankings matters in immediate-runoff ranked voting,

not the absolute numbering. Each member's vote initially goes to their 1st choice candidate. If any candidate achieves over 50% of the total first choice vote, they win. Otherwise, the votes of the members whose first choice was the candidate who won the lowest percentage of the vote get apportioned to each voting member's 2nd choice vote. If any candidate for the position now has over 50% of the vote, they win. Otherwise, the process is repeated with the remaining candidates. If two candidates tie exactly, there are no other candidates remaining for elimination, and the two candidates both gave the position the same preference, a re-vote will occur.

In the event that a candidate wins more than one position by the above scheme, they shall be awarded their preference of position, as recorded on their application.

In the event that an election ends with any positions unfilled, an emergency election shall be held in accordance with Article 8, Section 8.

Section 6: A voting member is defined as one who is considered an active member, per the requirements stated in Article 4, Section 4, and participates in an election or vote.

Section 7: The term of office shall be one year, from the beginning of the Summer I semester to the end of the Spring semester the following year.

Section 8: If an officer role is vacated for any reason, then an emergency election shall be held to fill the role for the remainder of the previous officer's term. Emergency election protocol will be established in the by-laws.

Article 9: Parliamentary Authority

Section 1: Robert's Rules of Order will be the guide for all organizational procedures not specifically defined in the constitution or by-laws.

Section 2: Quorum for any Executive Board meeting shall be 50% of all board members.

Section 3: Quorum for any General Meeting shall be 33% of all active members, as defined by Article 4, Section 4. Each absentee ballot properly cast for a particular vote shall count as one active member at the voting meeting.

Article 10: Amendments

Section 1: An amendment to the constitution or bylaws of NU AIChE may be presented to a member of the Executive Board, in writing, by any active member at any time. Any presented amendment must be put to a vote.

Section 2: The constitution may be amended by a $\frac{2}{3}$ majority vote of the voting membership. The bylaws may be amended by a $\frac{2}{3}$ majority vote of the Executive Board.

Section 3: Notice of any proposed amendments must be presented in writing to the Chief Executive Council at the next possible Executive Board meeting. Proposed bylaw amendments must be made available to all officers at least one week prior to the vote. Proposed constitutional amendments must be presented to active members at least one week prior to the vote.

Section 4: After a constitutional amendment is approved by the organization, the amendments must be presented to the Student Government Association's designated approval body.