



**AMERICAN INSTITUTE OF  
CHEMICAL ENGINEERS**  
TEXAS A&M UNIVERSITY STUDENT CHAPTER

CONSTITUTION OF THE  
  
TEXAS A&M UNIVERSITY  
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS  
STUDENT CHAPTER

2020-2021

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## **Article One: Organization Name**

This organization shall be known as the Texas A&M University American Institute of Chemical Engineers Student Chapter. The organization shall also be referred to as AIChE, or TAMU AIChE.

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## **Article Two: Purpose and Goals**

The objective of this organization is to promote interest in the study of Chemical Engineering at Texas A&M, and to expose students to industry professionals and career opportunities. The goal is to develop students professionally, academically, and socially through local, regional, and national AIChE sponsored events. AIChE operates as a student chapter of the international American Institute of Chemical Engineers.

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## **Article Three: Membership**

Section One: All students enrolled in undergraduate and graduate work at Texas A&M University shall be eligible for membership in this chapter. Per Texas A&M student rules, all members must be in good academic standing with the university and enrolled at Texas A&M, along with being eligible according to StuAct rules.

Section Two: In order to be regarded as a regular member of this chapter, a student must have paid membership dues for the semester in which they are active. Dues are defined as the following:

- \$20 for two (2) semesters (Fall & Spring)
- \$15 for one (1) semester (Fall or Spring)
- \$5 for a 1-time door entry membership

Section Three: Honorary members shall be members of the faculty who are teaching or conducting research in the field of Chemical Engineering. Other students who actively participate in other AIChE chapters will be considered for honorary membership.

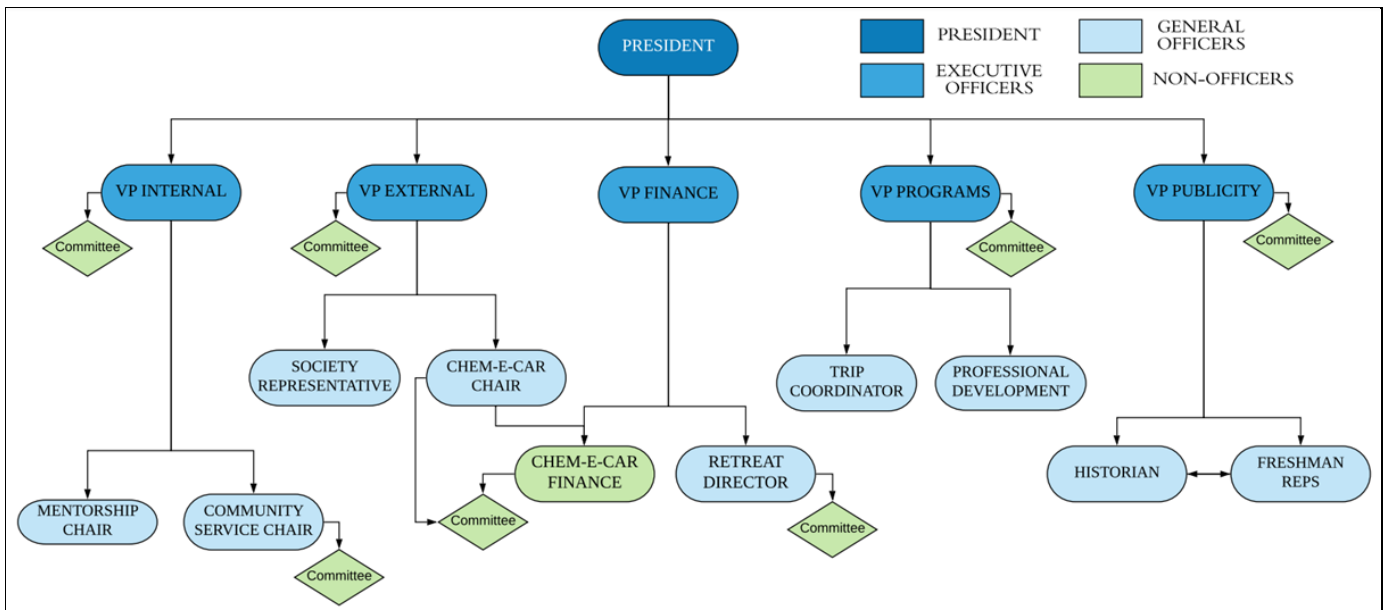
Section Four: Any member engaging in deliberate acts to diminish and hurt the organization shall be reviewed with the possibility of removal from the organization. A

member will be notified of their inappropriate conduct and will be asked to improve their conduct over a one month period. If conduct is found to be unacceptable at the conclusion of one month, a quorum of greater than fifty percent of the officers must be present at the meeting and a two thirds vote must be obtained in order to remove the individual. The individual will be present for the meeting and have the opportunity to share their perspective prior to the vote. The length of membership suspension is up to the discretion of the Executive Officers.

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**Article Four: Officers and Eligibility**

**Section One:** There shall be 17 officer positions within the AIChE Chapter that are available for members to hold. The hierarchy of AIChE officers shall be as follows:



**Section Two:** The officers of the A&M Chapter of the American Institute of Chemical Engineers shall fulfill the requirements established by University Regulations at Texas A&M University.

- (a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

1. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

2. For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing with the university and enrolled:

1. at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.

2. at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section Three: The AIChE officer requirements, such as classification and prior AIChE experience, shall be as follow:

- President: Junior or Senior Classification, 1 semester of AIChE officer experience
- Vice Presidents: Sophomore, Junior, Senior, 1 semester of AIChE Membership
  - Finance
  - Program
  - Internal Affairs
  - Publicity
  - External Affairs
- Trip Coordinator: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- Historian: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- Mentorship Chair: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- Professional Development Chair: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- Community Service Chair: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- ChemE Car Chair: Sophomore, Junior, Senior, 1 semester of AIChE Membership; 1 semester of participation in ChemE Car Team
- Society Representative: Sophomore, Junior, Senior, 1 semester of AIChE Membership
- Freshman Class Representative (2) : Freshman
- Graduate Student Representative: Masters or PhD graduate student, commitment to be an active member of Chemical Engineering Graduate Student Association (ChEGSA) for the year in which candidate plans to hold office
- Sophomore Retreat Directors: Sophomore or Junior, previous attendance of Sophomore Retreat

The above requirements may be over-ridden at the unanimous vote of the Executive Team.

Section Four: Classifications for all positions are defined as follows:

- Senior: Enrolled in their 3rd year of study in CHEN
- Junior: Enrolled in their 2nd year of study in CHEN
- Sophomore: Enrolled in CHEN 204 or 205
- Freshman: Enrolled in their first year of classes, or General Engineering
- An officer not meeting the above classification requirements must vacate their position.

Section Five: Any graduate student may be elected officer as long as two thirds of the remaining officers are undergraduates. If a graduate student wishes to run for president, he/she must have 1 semester of prior AIChE Officer experience.

Section Six: Any one officer may only hold a maximum of one leadership position within the AIChE organization. This includes positions as a part of the Sophomore Retreat Directors (max of 2) and the Chem-E-Car team. The Chem-E-Car leadership is defined as the Chair, either Team Leader, or the Business Team Lead. An officer must resign from one position in order to fill another. The only exception to this is during a transition phase where an individual may hold more than two positions temporarily.

i. In the case that a sophomore retreat committee member is elected for a general officer or vice president, then they will forfeit their committee position. A transition period will be defined as the academic break between semesters. An individual is only able to hold two positions if and only if it is during a transition period.

Section Seven: A Vice-President or the President may only hold their current position. In the event that they are also a sub-division leader (such as Chem-E-Car Leader or Retreat Internal Director), they must resign that role which must be filled through a nomination, approved by majority vote of the Executive Officers.

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## **Article Five: Elections and Selection**

Section One: No officer position is tenured; every officer position will be up for election each year. The election process will follow the following procedure:

(a) All officer positions will be filled in three phases. First, the President will be elected in a general election. Once the new President is selected, all of the Vice President positions will be chosen through an interview process. Finally, all general officer positions will be filled through a second round of general elections.

i. Eligible candidates who are not chosen for a position in the phase they are pursuing are allowed to pursue another position in a succeeding officer selection phase. Eligible candidates not elected as President may still apply to a Vice President position. Eligible candidates not chosen for a Vice President role may still pursue a general officer position.

- ii. It is prohibited for any incumbent officer to assist with or orchestrate the organizing of votes for a position that they are not running for. This is defined as any group of people whose intent is to purposefully organize the successor for one or more officer positions prior to the election.

Section Two: The position of President will be filled through a general election. The candidate with the simple majority of votes from eligible voting members will be selected as the new President. Eligible members will be considered those who are paying members during the election semester. The application for President will open at the first General Meeting after Spring Break and the election for President will be conducted at the following General Meeting. Once the application is opened, applicants will be given at least one week to submit their application.

- i. Applicants interested in pursuing the position of President must fill out an application prior to participating in the general election.
- ii. The Election will follow a single-transferable vote election. This means that members will rank candidates, and for more than 2 candidates, the candidate with the lowest votes, the voter's second preference will be counted, thus eliminating the lowest candidate. This process repeats until only 2 are left, ensuring the most highly ranked candidate wins.

Section Three: Vice President positions are filled through an application and selection process. The application will be opened at the General Meeting announcing the new President. The application will be developed by the current Vice President, with the approval of the outgoing President, and distributed to all eligible members. Candidates are allowed a minimum of 2 weeks to complete the application and return it to the current Vice President and President. **The designated Vice President position will be selected at the majority vote of the outgoing Vice Presidents, incoming President and the current Vice President of that role during an interview process. Selections for the Vice President positions should be finalized by late-March to early-April.**

- i. The roles of VP Finance and VP External will be available for application and selection in the Fall semester. This selection cycle will take place during the Fall semester at the discretion of the President.
- ii. Any Vice President considering re-election for their position will not be eligible to participate in the selection process. In the event a Vice President is seeking re-election for his/her given position, the outgoing and incoming Presidents will develop the application



and selection process. Any personal relationships with prospective candidates will be disclosed prior to the selection process.

iii. Vice Presidents pursuing another Vice President position will not count in the majority vote of the outgoing and incoming President and current Vice Presidents.

iv. In the event that a general officer is selected as a Vice President, they must forfeit their general officer position to fulfill their new role.

Section Four: General officer positions will be filled through a second round of general elections. Applicants must submit an application to the outgoing and incoming President. The application will open at the General Meeting that will announce the new Vice Presidents (late-March to early-April). Candidates are allowed a minimum of 1 week to complete the application after which a general election process will occur. All general officer positions are filled through this second round of general elections.

i. In the case of an open position(s), an announcement of the open position(s) shall be made at the soonest general meeting and elections shall be held at the following general meeting to fill the opening(s). The announcement may be skipped and the elections may be held at the soonest general meeting at the discretion of the President

ii. For members intending to run for a position, an application must be submitted to the President a minimum of 2 days prior to the election meeting. The application may be submitted electronically or physically at the discretion of the President. The application is a single PowerPoint slide that must include the following information:

1. Name
2. Current classification
3. Maximum of two positions that the candidate will run for. Positions are listed in order of preference.
4. Qualifications for position (prior membership, mentorship program involvement, etc.)

iii. Elections will be carried out as follows:

1. The election will follow a single-transferable vote style. See article 5, section 2, part ii. for more information.

2. Candidate presentations for each position will be held for each officer position available for election in the order of hierarchy. Candidates will present, with their slide from part (iii), to the members their platform for the respective presentation

for a maximum of 90 seconds. A candidate on the ballot for multiple positions may present for each position. At the conclusion of the presentation, the candidates may answer two questions from the audience.

v. Ballots will be distributed at the beginning of the election and collected at the conclusion of the elections and be counted under the following protocol:

1. Ballots must be counted in the presence of three or more officers who are not running for a future position. The outgoing president or an outgoing vice-president must be present at the time of ballot counting.
2. A candidate winning a simple majority will be the winner of that position. In the case of a candidate winning their primary and secondary position preference, the order of preference from their application, part (ii), will determine their position. In the case of the candidate winning their primary preference and secondary preference, the candidate will assume the primary position and the second preference will be awarded to the second simple majority winner.
3. Officer election results will be announced within 48 hours of the conclusion of the elections
4. In the event in which a winner cannot be declared, a tiebreaker in the form of a runoff can be administered at the following general meeting.

vi. If no positions are filled following the election, a notification will be sent out to all students that the positions will be voted on at the next general meeting. Candidates will be required to complete an amended shorter application due 2 days prior to the next election date. If a position still remains vacant, a nomination may occur at the secondary general meeting election.

vii. For the case of incoming freshmen to the CHEN Department, their selection is contingent upon admission to the Department. If the officer is unsuccessful in the ETAM process, the unanimous vote of the Executive Officers will determine whether the candidate keeps the position.

Section Five: Upon election the newly elected officer will serve as “Officer Elect” during a training transition period. The elected officer will assume full responsibility of their position at the Annual Casino Night during the end of the spring semester.

(a) The positions of VP Finance and VP External are the exception to this transition period. The VP Finance and VP External positions will be selected in the Fall semester. A transition period will commence until the end of the Fall Semester, upon which the new officers will take full responsibility at the start of the Spring Semester. The VP External and VP Finance elections may take place at the President’s discretion.

Section Six: The duties of the Chapter's officers shall be those delineated in the officer Google Drive provided to each newly elected officer. These duties are outlined in the Organization's By-Laws.

Section Seven: Changes to the election procedures outlined in Articles One to Five may be amended at the discretion of a unanimous vote of the President and Vice-Presidents. These changes will be immediately conveyed to the general officers and members.

Section Eight: Any officer's actions or inactions which diminish and hurt the organization or failing to meet the duties of their office shall be reviewed with the possibility of removal from office and if necessary, the organization. The officer will be notified of their inappropriate conduct or failure to meet the expectations of their position and will be asked to improve their conduct over a one month period. If conduct or quality of work is found to be unacceptable at the conclusion of one month, a two-thirds majority vote of the Executive officers must be obtained in order to remove the individual. The individual will be present for the meeting and have the opportunity to share their perspective prior to the vote.

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**Article Six: Committees/Committee Members**

Section 1 (a) Committee members of the A&M Chapter of the American Institute of Chemical Engineers shall fulfill the requirements established by University Regulations, Texas A&M University.

Section 2 Furthermore, the committee members of this organization must meet the following requirements:

(a) For undergraduates, have at least a 2.00 cumulative grade point ratio and at least a 2.00 grade point ratio in the semester immediately prior to selection, the semester of committee membership and semesters during committee membership. In order for this provision to be met, at least six hours must have been taken for that semester. In one limited circumstance, summer hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six hours must have been taken during the course of either the full or two summer sessions(s).

(b) For graduate level students, the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to selection, at least four credit hours must have been taken during the course of either the full or two summer session(s)

unless fewer credits are required as they complete final stages of their degree.

(c) Be in good standing with the university and enrolled in at least six credit hours (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

(d) To be a member of a Committee, the candidate must be a paying member of AIChE for their full term.

(e) Failure to meet the above requirements makes the member ineligible to be a member of a committee.

Section 3 Each committee shall be headed by a Vice President or General Officer

(a) The application process to each committee shall be developed by the Vice President or General Officer heading the committee. The application must be approved by the current President before distribution to general members.

(b) General members must be given at least 1 week to apply to committees. General members may apply to multiple committees. However, general members may only be part of one committee. The Sophomore Retreat Committee and Chem-E-Car Team do not count in this eligibility. Decisions for committee's will be made within 1 week of the application deadline. Committee heads must relay decisions to applicants within 48 hours after the decision is made.

(c) Dismissal from a committee may occur at any point during the academic year. Grounds for dismissal are left to the discretion of the committee head, and must be approved by the current President.

i. A committee member that is dismissed may file for an appeal. The appeal meeting will consist of the dismissed member, the committee head, the current President, and the current Vice Presidents. The dismissed member will have the opportunity to explain why he/she should not be dismissed.

(d) Committee applications may be opened at any point during the academic year at the discretion of the committee head.

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**Article Seven: Advisor**

Section 1 The expectations of the advisors are as follows:

- (a) The advisor to the American Institute of Chemical Engineers shall be a Texas A&M University employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the club.
- (b) The advisor will attend general meetings as necessary. They will be available for consultation outside of these meetings.
- (c) The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events when necessary as identified through the planning process.
- (d) The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.

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**Article Eight: Officer Meetings**

Section 1 Regular meetings of the Chapter will be held at least once a month, with a goal of bi-weekly meetings, during the Fall and Spring semesters.

Section 2 The President may call special meetings at any time.

Section 3 Officer meeting shall last no longer than 90min

Section 4 Officer Meetings are held bi-weekly when general meetings are not held.

Section 5 Vice-President Meetings shall be held on Sunday's.

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**Article Nine: Finances**

Section 1 Dues shall be determined per academic year and will be collected from all members of this organization.

Section 2 All money belonging to the AICChE shall be deposited and disbursed through a bank account established for the organization at the Student Organization Finance Center (SOFC) in the MSC and/or the Fiscal Office. All funds must be deposited within 24 hours of collection. The advisor to this organization must approve and sign each expenditure before payment.

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**Article Ten: Amendments and Revisions**

Section 1 The Constitution and by-laws may be amended at any time by a two-thirds vote of the officers present, subject to approval of the faculty.

Section 2 This document must be reviewed every year and resubmitted to the Department of Student Activities.

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## **By-Laws of AIChE**

### 1. Aims of the Chapter:

To stimulate and maintain interest in chemical engineering.

To provide for participation in all engineering and scientific displays and activities of the campus.

2. Local membership dues shall be \$15.00 per semester, per person or \$20.00 per year, per person if paid in fall. The school year shall be construed as being from September 1 through August 31. The executive council and faculty advisor will decide any increases in local dues.

### ***President***

i. Summary: It shall be the duty of the President to lead AIChE to attain the Vision and Mission of the organization. The President will perform this role by collaborating with officers to develop goals for the organization and in turn empower the officers to enact improvements in AIChE. To ensure industry and department visibility and networking opportunities, it is paramount that the president maintain strong communication with company representatives and the Department of Chemical Engineering through the sponsorship invitation and semester-in-review document, respectively. Additionally, approve for payment by the VP Finance all vouchers for current expenses and complete the AIChE National annual report in May to inform Nationals regarding the development of the student chapter. The President is responsible for all individuals shown under his/her title in Article 4 Section 6.

#### ii. Responsibilities:

- a. Empower and coordinate officers to organize AIChE events while developing leadership skills
- b. Maintain student chapter focus of the AIChE Vision and Mission
- c. Establish and foster goals to enhance the program delivered by the student chapter
- d. Develop and maintain company relationships through bi-annual sponsorship letter with VP Finance
- e. Lead Executive team meetings and bi-weekly officer meetings
- f. Collaborate with the Texas A&M Chemical Engineering Department
- g. Complete AIChE National annual report in July of their incoming year
- h. Submit application for Outstanding Student Chapter Award of their outgoing year
- i. Organize any elections / selections for officer roles

#### iii. Events: The President is responsible for the following events:

- a. Executive team meetings
- b. Bi-weekly officer meetings

iv. Time Commitments and Expectations: The President is expected to be an active participant in AIChE both as a member and as an officer. It is an expectation that all officer and general member meetings are attended in addition to other AIChE events such as the lobby sale. The President's primary role is to empower the officers and facilitate relationships with industry companies and the Department of Chemical Engineering. The President can expect a time commitment of about 8-10 hours per week.

### ***VP Finance***

- i. Summary: VP Finance is responsible for handling and overseeing the Texas A&M AIChE finances. VP Finance supports all AIChE events involving expenditures or donations. When a donation is involved, the VP Finance reaches out to the company with an invoice and instructions for donating through the Foundation or by mailing a check. VP Finance manages these donations and ensures that AIChE receives sponsorship for company events, including General Meetings, Lunch & Learns, Mixers, Plant Trips, Tailgates, etc. For each expenditure that an event may require, the VP Finance fills out the proper reimbursement form from the Student Organization Finance Center (SOFC) in a timely manner so that all officers are reimbursed promptly. VP Finance should visit SOFC at least one to two times per week, and the position averages a time commitment of seven to eight hours per week. VP Finance must communicate with other officers and stay informed of organization events so that our Texas A&M AIChE Chapter maintains a sustainable budget. In addition, the VP Finance is responsible for tracking new members.
- ii. Responsibilities: VP Finance is responsible for the following:
  - a. Creating the operating budget for each semester. The budget is discussed with each officer team member individually to ensure an accurate allocation of funds with the assistance and approval of the President. The VP Finance also assists with creation of the sponsorship package.
  - b. Keeping up-to-date records of all AIChE expenditures in preparation for SOFC audits and budget-keeping
  - c. Managing company donations for each event by sending invoices and donation instructions
  - d. Reimbursing AIChE officers promptly
  - e. Visiting SOFC at least one to two times per week to check account balances and turn in reimbursement forms
  - f. Remaining informed of all AIChE events and supporting as many as possible
  - g. Attending all General Meetings, officer meetings, and VP meetings
  - h. Manage membership dues payments
  - i. Manager of the Marketplace store and assist the VP Publicity in the management of the store and selling cost of the merchandise.
- iii. Events: VP Finance is expected to attend General Meetings, officer meetings, and VP



- meetings and is encouraged to support as many other AIChE events as possible.
- iv. Time Commitments and Expectations: VP Finance spends roughly seven to eight hours per week performing AIChE duties. VP Finance should manage responsibilities each week to avoid losing track of accounts, reimbursements, and company donations.

### ***VP Publicity***

- i. Summary: This position exists to keep the member and general public aware of the events and activities put on by the Texas A&M chapter of the American Institute of Chemical Engineers. It is also the job of VP Publicity to increase awareness of our organization in the engineering department and on campus. The VP Publicity is also responsible for the management of AIChE merchandise. The VP Publicity also has the decision to create a committee in order to aid the standing VP Publicity's tasks.

- ii. Responsibilities:

- a. Sending "This-Week-In-AIChE" Weekly emails
- b. Promoting AIChE events
  - 1. Posters for general meetings and major events (or as needed).
  - 2. Announcement flyers for general meetings
  - 3. TV Screen Announcements/Easel Stand in the JEB Lobby.
- c. Designing, purchasing, and selling merchandise
- d. Order officer name tags and polos
- e. Support Freshman Representatives and Historian
- f. Help the merchandise page on the AIChE website with the Historian
- g. Lead one committee to aid the VP Publicity in their tasks
- h. Coordinate with Freshman Representatives to advertise to freshmen
- i. Upload monthly "The Catalyst" to the AIChE LinkedIn Page

- iii. Events: The VP Publicity is responsible for the following event:

- a. Lobby Sale: Sale of merchandise in the lobby of Jack E. Brown from 9:00 am to 3:00 pm on general meeting dates.
- b. MSC Open House (Fall & Spring)

- iv. Time Commitments and Expectations: The VP Publicity is expected to be an active participant in AIChE both as a member and as an officer. It is an expectation that officer and general member meetings are attended in addition to other AIChE events such as lobby sales and tailgates. The VP Publicity's primary role is to make the time and location of these events known to general members. The VP Publicity can expect a time commitment of about 6-10 hours per week.

## ***VP Internal***

- i. Summary: The VP Internal is responsible for planning and executing the Fall & Spring Social, and Casino Night. In addition, the VP Internal will be in charge of leading and mentoring the Internal Committee.
- ii. Responsibilities:
  - a. Lead Internal Committee
  - b. Organize the a Fall & Spring Social with company representatives
  - c. Organize Casino Night
  - d. Hold socials throughout the semester (~4/ semester)
  - e. Coordinate with VP Finance to make sure companies pay for events
  - f. Support Mentorship Chair and Community Service Chair
- iii. Events:
  - a. Fall & Spring Social
    - Held the week of Career Fair with intent of partnering students and representatives to engage in an activity
    - Partner with OXE
  - b. Casino Night
    - End of the year banquet
    - Pie Wars
- iv. Time Commitments and Expectations:
  - a. 1 hour every other week – officer meeting
  - b. 3 hours every other week – general meeting
  - c. 1 hour – VP Meeting (when necessary)
  - d. 1 hour every week - committee meetings
  - e. 1 hour/week over the summer - Fall Social
  - f. 3/10 hours per week varied hours - Casino Night
  - g. Total: 5-20 hrs/week

## ***VP Programs***

- i. Summary: Vice President of Programs is responsible for organizing AIChE's General Meetings, and Lunch & Learns. This includes reaching out to companies on a consistent basis before and throughout the semester to ensure that all the events are sponsored, as well as organizing and leading the events by collaboratively working with other officers, third-party vendors, and members. In addition, the VP Programs is in charge of leading and mentoring the Programs Committee.
- ii. Responsibilities:
  - a. Consistently contact company representatives to ensure that all events are sponsored
  - b. At the beginning of the year, announce openings for spots on the AIChE Programs Committee, then accept applications, and review them with the president to choose members. Programs Committee size will be determined by the VP Programs.

- c. After the members are chosen, it is the responsibility of the VP Programs to engage the committee members in all AIChE events, teach them about different responsibilities of officers in AIChE (including VP Programs), and provide mentorship.
  - d. Events are booked based on a first-come, first-serve basis. Keep track of the dates that are already booked to avoid running into the problem of booking two companies on the same date. In addition, be aware of academic calendars to avoid time conflicts with other events.
  - e. Support the Special Events Coordinator and Professional Development Chair.
- iii. Events:
- a. General Meetings
  - b. Lunch & Learns
    - Event where a company representative presents to students about the company and students enjoy a free meal. Usually there are 2 sessions lasting 45 minutes each.
- iv. Time Commitments and Expectations:
- a. 1 hour every other week – officer meeting
  - b. 3 hours every other week – general meeting
  - c. 1 hour every other week – Lunch and learns
  - d. 1 hour each week – committee meetings
  - e. 1 hour each week – coordinating companies (emails) and catering
  - f. The rest of the time spent depends on how much the individual plans to invest in AIChE.

### ***VP External***

- i. Summary: VP External is responsible for planning and executing any trips that members of AIChE take. This includes trips to the AIChE Regional and National Student conferences. The VP External is the leader of the External Committee. In the event that Texas A&M is the host of the regional conference, the VP External is the lead in planning that event. The VP External is also responsible for planning and coordinating any additional outreach events of the VP's choosing, with the approval of the other Vice Presidents and President. The VP External is also in charge of the K-12 outreach program, and correspondence with the sister chapter in Colombia, and other global AIChE chapters.
- ii. Responsibilities:
- a. Lead and organize External Committee
  - b. Support the Society Representative and Chem-E Car Chair
  - c. Coordination with our Sister Chapter in Colombia, including all correspondence involvement initiated by either chapter

- d. Transportation to and from the location of the conference for all members attending, can be any of the following if applicable.
    - Plane
    - Charter bus
  - e. Hotel rooms for the group, the usual is 4 people per room
  - f. Put together an accurate budget with the VP Finance showing all the expenses that were accounted for while planning and executing the trip
  - g. At the conference, direct the members attending and make sure everything goes smoothly.
  - h. In the event there is no regional liaison, serve as the liaison for A&M to other schools in the region
  - i. Organize and run the K-12 Outreach program in the Spring Semester (if applicable)
- iii. Events: National Conference (Fall), Regional Conference (Spring), K-12 Outreach Program (Fall), ChemE Conference (Spring)
- iv. Time Commitments and Expectations:
- a. 1 hour every other week – officer meeting
  - b. 3 hours every other week – general meeting
  - c. Total: 8 - 10 hours / week

### ***Special Events Coordinator***

- i. Summary: The Special Events Coordinator will be responsible for maintaining an updated corporate sponsor list, along with an updated alumni contact list. These lists provide a means for the organization to reach out to sponsors and event hosts. In addition, the Special Events Coordinator will also be responsible for organizing Plant Trips for the organization.
- ii. Responsibilities:
  - a. Coordinate minimum of 3 plant trips/semester  
Organize and run tailgates
- iii. Events:
  - a. Plant Trips (3/semester)
    - i. 2 External Trips, 1 semesterly CUP Tour
  - b. Tailgates as requested (1-2 per semester)
- iv. Time Commitments and Expectations:
  - a. 1 hour every other week – officer meeting
  - b. 3 hours every other week – general meeting
  - c. Variable hours depending on time of the year
  - d. Variable hours depending on when plant trips are scheduled

## ***Historian***

i. Summary: The Historian will be responsible for maintaining the website and member email list. The Historian will also be responsible for managing the Instagram page, as well as technology content around JEB. They will maintain the events on MaroonLink. The AIChE Historian is responsible for keeping an up-to-date membership database, as well as compiling an end-of-year scrapbook for the AIChE year consisting of events and updates.

ii. Responsibilities:

- a. Updating website, LinkedIn, instagram etc.
- b. Keep accurate and up-to-date membership database
- c. Track paying membership attendance and dues
- d. Taking photos around JEB / AIChE events
- e. Organizing officer / member headshots
- f. Monthly “The Catalyst” issues
- g.

iii. Events:

- a. All AIChE events (as necessary)

iv. Time Commitments and Expectations:

- a. 1 hour every other week – General meetings
- b. 2 hours every other week – Member database and dues
- c. 1 hour every other week – Officer meeting
- d. 1 hour each week – AIChE events
- e. 1 hour each week - The Catalyst

### ***Sophomore Retreat Directors***

- i. Summary: The Sophomore Retreat Directors are tasked with the planning and execution of the AIChE Sophomore Retreat. The Directors serve as a liaison between the Retreat Committee and the Organization. For all decision-making pertaining to the retreat, only the Sophomore Retreat Director and his/her committee can make official alterations to any Sophomore Retreat related items, including Retreat structure and planning. The AIChE president will be informed of any changes and actively included in final resolutions. Only the Directors of the Sophomore Retreat are considered to be general officers (2 at most).
- ii. Responsibilities:
  - a. Effective and diligent planning of the Sophomore Retreat
  - b. Managing the Sophomore Retreat budget
  - c. Attending AIChE Officer meetings and updating VP Finance
  - d. Holding committee members accountable for their respective tasks
- iii. Events:
  - a. Retreat Committee Meetings
  - b. Bi-weekly AIChE officer meetings
  - c. Informationals and presentations
  - d. AIChE Sophomore Retreat
- iv. Time Commitments and Expectations:
  - a. 1 hour weekly - Committee meetings
  - b. 1 hour every other week - AIChE Officer meetings
  - c. 1 hour (when applicable) - Informationals and presentations
  - d. 1 hour weekly - Correspondence and planning
  - e. 4 days - Sophomore Retreat

### ***Mentorship Chair***

- i. Summary: The Texas A&M chapter of the American Institute of Chemical Engineers actively runs a peer mentoring program that is designed to assist the academic, social, and personal acclimation to the chemical engineering major as well as to Texas A&M University. This is accomplished by matching freshmen and sophomores with junior and senior chemical engineering students into groups based on personality profiles so the upperclassmen can act as mentors throughout the year. Relationships are built by matching mentors and mentees through personalized profiles. The Mentorship Chair is primarily responsible for implementing and facilitating the AIChE Mentorship Program at Texas A&M.

- ii. Responsibilities:
- a. Promote the Mentorship Program through
    - General Meetings with announcements, flyers, etc.
    - All other AIChE Events such as Lobby Sales, Socials, etc.
    - Emails to Chemical Engineering students
  - b. Update, distribute, and collect Mentor and Mentee Forms
  - c. Pair freshmen and/or sophomore students with upperclassmen in Chemical Engineering using the Mentor and Mentee Forms
    - Create pairings in a spreadsheet
    - Communicate pairings through emails
  - d. Hold events to encourage Mentor and Mentee relationships, such as
    - Activities such as Ice Cream Socials, Bowling, Putt-Putt
    - Athletics such as Intramurals, Ice Skating, Country Dancing
    - Workshops such as Study Skills, Resume Clinic before Career Fair, Class Registration
  - e. Be a Mentor for any and all students
- iii. Events: The Mentorship Chair is responsible for at least three Mentor-Mentee mixers per semester:
- a. An event to promote the Mentorship program, such as an Ice Cream Social with new Chemical Engineering students
  - b. An event for all Mentor Mentee pairs, such as Bowling, Putt-Putt, Ice Skating, etc.
- iv. Time Commitments and Expectations: The Mentorship Chair is expected to be an active participant in AIChE both as a member and as an officer. It is an expectation that most officer and general member meetings are attended in addition to other AIChE events such as the lobby sale. The Mentorship Chair's primary role at these events is to encourage communication between all class Chemical Engineering class levels and always be available as a mentor for any students who have questions. The Mentorship Chair can expect a time commitment of about 3-6 hours per week.

### ***Community Service Chair***

i. Summary: The Community Service Chair is responsible for planning and organizing community service events throughout the year. The Community Service Chair finds community service opportunities and promotes the events and urges AIChE members to participate in community service activities. The Community Service Chair is also responsible for the Community Service Committee by selecting its members through an application process, holding meetings to plan service events, and developing members to excel in community service. The Community Service Chair should also ensure events are planned which incorporate other engineering organizations.

- ii. Responsibilities:
  - a. Finding a minimum of 3 community service opportunity for members per semester
  - b. Promote the community service opportunity to members
  - c. Lead and take responsibility in the community service events
  - d. Create committee application and form committees
  - e. Run weekly committee meetings
  - f. Logging Community Service hours performed by AIChE
- iii. Events:
  - a. Christmas Donation Drive
  - b. Big Event
  - c. Park Clean-Up
  - d. More per discretion of Officer
- iv. Time Commitments and Expectations: The Community Service Chair is expected to participate in most general meetings and other officers' events. Helping lobby sales, helping sign-ups, and helping to manage other officer's events is a further responsibility as a Community Service Chair. The Community Service Chair can commit about 3-6 hours per week.

### ***Society Representative***

- i. Summary: The Society Representative is responsible for coordinating the relationship between AIChE, other relevant organizations, and Student Engineers' Council, ensuring that AIChE is involved and acknowledged within the college of engineering. Specifically, the Society Representative plans AIChE's involvement in the SPARK Conference, engineering society intramural tournaments, National Engineers Week (E-Week) festival, and other events hosted by SEC during the year.
- ii. Responsibilities:
  - a. Attend SEC meetings once a month to stay updated on upcoming events.
  - b. Make announcements to AIChE concerning updates within the college of engineering.
  - c. Actively involve AIChE in college wide events.
- iii. Events: The Society Representative is responsible for the following events:
  - a. EnVision Conference – outreach event to elementary, middle, and high school students
  - b. Engineering Society Intramural Tournaments
  - c. E-Week – college-wide outreach event to raise engineering awareness.
  - d. Organization co-collaboration events (~2 / semester)
  - e. Texas A&M Intramural sports
- iv. Time Commitments and Expectations: The Society Representative is expected to be an



active participant in AIChE both as a member and as an officer. It is an expectation that most officer and general member meetings are attended in addition to other AIChE events such as the lobby sale. The Society Representative's primary role is to coordinate between Texas A&M's Chapters of Student Engineers Council and American Institution of Chemical Engineers. The Society Representative can expect a time commitment of about 3-5 hours per week.

### ***Chem-E-Car Chair***

i. Summary: The Chem-E-Car Chair is responsible for the management of the Chem-E-Car team. The goal of the Chem-E-Car team is to safely design and build a Chem-E-Car that can participate in regional and national AIChE competitions. The Chair Acts as liaison to AIChE officers, mainly VP External and VP Finance in order to communicate Chem-E-Car dealings and actions.

ii. Responsibilities:

- a. Oversees the entire Chem-E-Car Program and teams
- b. Establish a budget for the ChemE Car team
- c. Ensure proper safety techniques are being practiced by all team members
  - a. Enforce lab safety protocols
  - b. Ensure safe and legal chemical shipment
  - c. Ensure AIChE Chem-E-Car safety regulations are met
- d. Seek sponsorship for the Chem-E-Car team
- e. Recruit new members through advertisements & publicity
- f. Submit required documentation for competitions including EDP and registration
- g. Enforces disciplinary actions for Chem-E-Car leadership and members

iii. Events:

- a. Fall – AIChE Annual Competition, if qualified at spring regional
- b. Spring – AIChE Regional Competition, qualifier for National Competition

iv. Time Commitments and Expectations: The Chem-E-Car Chair is expected to be an active participant in AIChE both as a member and as an officer. It is an expectation that officer and general member meetings are attended in addition to other AIChE events such as the lobby sale. The Chem-E-Car Chair's primary responsibility is the Chem-E-Car team. The Chem-E-Car Chair can expect a time commitment of about 3-6 hours per week.

### ***Freshman Class Representative (x2)***

i. Summary: The Freshman Class Representatives represent the freshman class in AIChE affairs. They are responsible for publicizing AIChE events to the cohort, including the maintenance of communications with the class through the first-year engineering

program coordinator. The freshman representatives will create environments in which freshman AIChE members can bond with their fellow peers. This is done through the coordination of socials, exam review sessions, and joint execution of an annual ETAM event in the Spring with the Mentorship Chair.

ii. Responsibilities:

- a. Organize and execute Study Sessions for Freshman class
- b. Organize and execute Group Bonding Activities
- c. Publicize AIChE to all freshmen via mass communications systems, coordinated through the first-year engineering program.
- d. Assist other officers in their duties as needed or requested, including the organization and running of Lobby Sales.

iii. Events:

- a. “Chem-E-Conference” event with VP External
- b. Exam Reviews (~ 3 / semester)

iv. Time Commitments and Expectations: The Freshman Representatives are expected to be active AIChE members and officers. They are expected to attend most if not all officer meetings as well as general meetings unless they have a conflict. Upon a conflict, the freshman representative is expected to report their absence to the president as well as their co-representative to ensure that their partner has enough time to cover for their absence.

### ***Graduate Student Representative***

i. Summary: The Graduate student representative is responsible for creating a working relationship between the American Institute of Chemical Engineers (AIChE) and the Chemical Engineering Graduate Student Association (ChEGSA). The Graduate Student Representative is the primary link between the two organizations and will participate in each organization for the enhancement of the programs delivered.

ii. Responsibilities:

- a. Attend ChEGSA Meetings and be a representative for AIChE
- b. Inform AIChE of potential opportunities to work alongside ChEGSA

iii. Events:

- a. AIChE and ChESGA Social Events

iv. Time Commitments and Expectations:

- a. 1 hour every other week – officer meeting
- b. 3 hours every other week – general meeting
- c. 1 hour each week – additional AIChE events

***Professional Development Chair***

- i. Summary: The Professional Development Chair is responsible for hosting and organizing events to improve the technical and soft skills of our members. This includes but is not limited to events with company representatives, professors, and other organizations. The Professional Development Chair falls under the programs branch of AIChE.
- ii. Responsibilities:
  - a. Plan and executive 3 events per semester
  - b. Maintain contact with company representatives interested in holding events
  - c. Attend Officer and AIChE meetings
- iii. Events:
  - a. Career Fair Prep Event (Fall and Spring)
  - b. ChemE Sports (Spring)
  - c. Soft Skills development events
- iv. Time Commitments and Expectations:
  - a. 1 Hour every other week - Officer Meetings
  - b. 2 Hours every other week - General Meetings
  - c. ~ 0.5 Hours a week - Planning events and contacting professors/representatives

19. The Chapter Advisors shall be faculty members appointed by the head of the department to supervise the activities of the chapter.

20. All officers and standing committee members shall be chosen for a term of one year. Positions vacated shall be filled by the President's discretion at the next general meeting.

20. Special committees and their chairs may be appointed at the discretion of the President.

21. All events hosted by AIChE-TAMU will respect University regulations, and no student consumption of alcohol on campus will be tolerated at any affiliated event.

22. The By-Laws may be amended by a vote of two-thirds of the quorum.

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Date                      Faculty Advisor

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Date            Faculty Advisor

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Date   Chapter President, Spring 2020

Dates Amended:

February 11, 2016

April 21, 2018

April 7, 2019

May 19, 2020

May 11, 2021