

Chem-E-Car Project

at

UNIVERSITY OF CALIFORNIA, SAN DIEGO

2024-2025 Constitution

Article I. Name of Student Organization

The organization shall be called, Chem-E-Car Project at UC San Diego.

Article II. Statement of Purpose

The Chem-E-Car Project, centered within the NanoEngineering department at UC San Diego, hereinafter referred to as CECP, is a non-profit student organization whose main objective is to design and develop a miniature-sized vehicle that runs exclusively on chemical reactions. The goal of the CECP is to enrich the educational experience of Chemical Engineering students at UC San Diego. Internally, this program attempts to foster real-world problem-solving, cultivate skills involved in meeting deadlines and expectations, and develop camaraderie between fellow students. From a broader perspective, this program aims to encourage student-faculty relations within the University and to cultivate relations between the UC San Diego student chapter and other chapters across the nation.

Article III. Nonprofit Statement

Chem-E-Car Project at UC San Diego is a non-profit student organization.

Article IV. Section 1. Requirements for Membership

All undergraduates who are attending UC San Diego are eligible to join the CECP. Team members are expected to have sufficient knowledge of all the areas of the CECP. All members are expected to attend and be punctual to all general meetings. Students must follow all safety procedures outlined by BOTH UC San Diego and CECP protocols. Team members are expected to be positive, encouraging, and inclusive of other team members. All members are expected to perform to the best of their ability, in a way that promotes the mission, philosophy, and goals of the CECP.

Chapter (annual) dues shall be set by a majority vote of the officers. Such dues, if any, may be collected at any time during the school year, unless the officers decide on a specific time frame for collection of such dues. Dues may be used for expenditures such as travel fees, club uniforms, or general supplies in order to support the organization. Failure to provide annual dues will result in a temporary membership status or a planned charge with the individual, should a financial situation occur.

The CECP will only be tolerant of individuals who wish to excel others and themselves through science and teamwork in a positive-productive environment. In the scenario of a member not attaining expectations of the CECP within regards to presence or effort, membership may be suspended. Suspensions will be on a case by case basis with the CECP's Officers. Suspension criteria shall be based on topics regarding but not limited to: attendance to CECP general

meetings, contribution to individual teams, compliance to deadlines, interaction with fellow members, and/or dues. However, the individual's academic and career schedule shall be taken into account first. Duration and magnitude of suspension will again be on a case by case basis.

Article IV Section 2. Oversight of Membership and Active Participation

To assess the involvement of all members within CECP, a point based system will be implemented, which will assign points based on the time of involvement. This system serves to provide CECP members an understanding of student involvement throughout the year. Points earned will not be based upon skill level, but rather the hours participated each week.

Furthermore, points accumulated will be an indication for but not limited to, competition participation, active membership status, or officer positions. A breakdown of assigned points is as follows:

1 point(s): The member must attend at least 70 percent of general meetings, individual sub-project meetings, or provide accepted personal research and contributions relevant to the project. Total of 1 point will be awarded per hour.

2 point(s): The member must attend at least 70 percent of technical training or professional development workshops planned by the CECP officers. Workshops may be external to general meetings or replace a general meeting. Total of 2 points will be awarded per hour.

3 point(s): The member must attend at least 70 percent of laboratory testing hours, or testing hours outside of labs. Total of 2 points will be awarded per hour.

Points awarded will be transparent for all members, but kept anonymous for each member. CECP officers will uphold and monitor this system with integrity and honesty. The time distributions and will provide an extra perception of which members qualify to attend the regional competition in spring quarter.

Article V. Frequency of Organization Meetings

General meetings for the CECP will be conducted at least once a week. A Co-president will compose the agenda for every meeting and distribute it to the attendees. The president will begin the meeting by explaining the outlined agenda for the meeting and introducing the first topic. The attendees will then discuss these topics amongst their individual teams. At the conclusion of the meeting, members will be assigned tasks and the other Co-president will make the meeting notes available online.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

All Officers are required to attend all general and board meetings unless they have notified the president beforehand with a legitimate reason. All Officers will represent the CECP mission and honor it to their utmost potential with their delegated positions. They shall treat all members unbiasedly and respectfully in order to further the organization to prosperity. Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

A. Co President A (Org Logistics Oriented): Co-president A will provide leadership and direction toward the CECP's mission and goals. The Co-president A will coordinate the CECP's organization logistics by keeping track of funding and competition deadlines, planning organization events, and delegating tasks to the other officers. Co-president A is responsible to resolve any conflict between members of the organization. Co-president A shall represent the club to foreign parties, and manage communication with both the NanoEngineering Department and AIChE. The president will actively seek funding from the University and industry at large. Co-president A will be responsible for monitoring the club's income and expenses as well as keeping track of reimbursements. The president will also actively seek funding from the University and industry at large.

B. Co President B (Car-Oriented): Co President B is in charge of managing all ongoing projects within Chem-E-Car. Co President B is expected to hold meetings the team leads, make sure that each project is running smoothly, communicate with the faculty advisor, and work with the president to ensure that deadlines are met. Co President B will also lead the human resources department, whose responsibilities include booking rooms for meetings, maintaining a calendar for events, and drafting weekly emails.

C. VP of Finance: The organization's VP of Finance shall maintain the communication and network of the club to other outside sources such as sponsors and other organizations within UC San Diego. The VP of Finance will also be accountable for filing funding requests for the Regional Chem-E-Car Competition and communicating with the selected host school. The VP of Finance will be responsible for monitoring the club's income and expenses as well as keeping track of reimbursements.

D. Competition Car Team Captain: The Competition Car Team Captain is responsible for leading the research, design, and experimentation of the upcoming competing car. The Team Captain

will hold weekly meetings with the Stopping Mech and Propulsion teams, setting agendas for development and delegating tasks to various team members. The Team Captain will report to the Co President B to ensure organizational goals are met and safety is maintained.

E. Research Car Team Captain: The Research Car Team Captain is responsible for leading the research, brainstorming and experimentation for future cars. The Team Captain will hold weekly meetings with the Stopping Mech and Propulsion teams, setting agendas for development and delegating tasks to various team members. The Team Captain will report to the Co President B to ensure organizational goals are met and safety is maintained.

F. Media Chair: The Media Chair is responsible for the publicity of the organization. This includes making flyers, editing videos, designing posters, and taking pictures for the Chem-E-Car Project. The Media Chair shall also be held accountable for website design and publicizing the organization through social media.

G. Event Coordinator: The Events Coordinator is mainly responsible for planning the general board meetings. More specifically, they will ensure that the flow of events throughout the duration of the meeting is in order and appropriate for the goals at the time. In addition, this individual will order any food or beverages that may be warranted during any specific event, regardless of whether it is a general board meeting or not. With this, the respective forms, such as the "Tap" forms, will be filled out by the individual correctly and in a timely manner prior to the event. In general, events also mean fundraisers and socials that will aid in providing team members with team-building opportunities and the opportunity to help raise funds for the club.

New officers will be elected by all current members two weeks after the regional AIChE conference. New officers have had to be active members of the Chem-E-Car Project for the whole academic year, meanwhile, the president has to be elected from one of the current officers who were on board. After the election, the new officers will assume all their respective duties under the guidance of the resigning officers. During this transition period, the resigning officers are still required to attend all meetings and ensure that their respective replacements acquire any knowledge or skills required to perform the tasks that will be assigned to them throughout the year.

Article VII. Risk Management

Chem-E-Car at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Chem-E-Car at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

As a build team, much of the project work will be performed in a laboratory or a machine shop. This creates the risk of exposure to hazardous materials (i.e. chemicals, sharp objects) and personal injury. These risks will be mitigated by requiring all members to complete the UC Lab Fundamentals safety training and pass a competition rules exam based on the regulations published by the American Institute of Chemical Engineers. All members will be required to wear personal protective equipment when working in these environments and will be under the supervision of the Lab Safety Coordinator. All activities are overseen by advising faculty members and any injuries will be reported in accordance with the UC San Diego Incident and Injury Reporting standards. The Chem-E-Car Project will comply with all UC San Diego, Federal, and State rules/laws regarding the safe handling, transportation, and storage of hazardous chemicals. Chem-E-Car Project at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. Chem-E-Car Project at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Article VIII. In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery.

Chem-E-Car Project at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state, and local laws. Additionally, the Chem-E-Car Project at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

Article IX. Community Advisor

The advisor of the Chem-E-Car Project at UC San Diego and corresponding student organization activities will be Dr. Aaron Drews. He was selected to be the advisor because of his work with the hydrogen fuel cell car in CENG 4, an introductory freshman course. He will be serving for one year, at the end of which, the officers can choose to select a different advisor or request Dr. Drews to advise for the following year. Dr. Drews will help the Chem-E-Car Project in guiding projects and assisting in some workshops. He meets with officers once a week to discuss progress and further goals.

Article X. Financial Management

Being a competitive project group, the CECP will require an ample amount of funding for materials, travel fees, and other project maintenance costs (keeping labs stocked, providing food

for meetings, etc.). These costs shall be met with both off-campus and on-campus affairs. Off-campus affairs include corporate sponsorships, donations, and fundraising. This amount can be supplemented by collecting dues from members, more fundraising on campus, and applying for financial support through the many funds available to student organizations.

The primary source of traveling funds and general body meeting food funding will be requested from the Associated Students at UC San Diego. A planned budget will be financed and submitted as requested prior to the event. Additionally, other project materials funding will be requested from TESC and the Green Initiative Funding at UC San Diego. All money allocated by CECP will be held within the CECP Chase bank account and will be closely monitored by both the Co-Presidents and VP of Finance.

Should a new President and VP Finance be inducted at the end of the year term, a formal written statement shall be issued to the bank for the transfer of ownership for the funding account.