

**American Institute of Chemical Engineers at UC San Diego
University of California, San Diego
Constitution**

Article I: Name

Section I:

The organization shall be called the American Institute of Chemical Engineers at UC San Diego, and its abbreviated title is AIChE. AIChE is a non-profit student organization.

Article II: Statement of Purpose

Section I:

The objectives of this non-profit organization are (1) to uphold a high professional standard among its members, (2) to provide resources for the professional development of its members, (3) to maintain a close community among its members, and (4) to serve the community through teaching and promoting chemical engineering opportunities.

Article III: Definition of the Profession

Section I:

Chemical engineering is the profession in which knowledge of mathematics, chemistry, and other natural sciences gained by study, experience, and practice is applied with judgment to develop economic ways of using materials and energy for the benefit of mankind.

Article IV: Nonprofit Statement

Section I:

The American Institute of Chemical Engineers at UC San Diego is a non-profit student organization.

Article V: Requirements for Membership

Section I: Registration

All UCSD registered students interested in becoming members of the American Institute of Chemical Engineers at UC San Diego chapter shall fulfill the following requirements:

- Apply for national American Institute of Chemical Engineers membership.
- Register on <http://aiche.ucsd.edu/register.html>.
- Pay dues of \$15 to the organization in order to fund events and shirts.

Section II: Membership Benefits

All members of this student chapter are subject to the Constitution of the American Institute of Chemical Engineers. All members and non-members will be welcomed at any American Institute of Chemical Engineers general body meetings and social events as well as events to be determined by the American Institute of Chemical Engineers Executive Board. Members are those who pay dues and are logged in our records, so they can be given priority at our events. If a member fails to pay their dues, they are still welcome to attend events and join us, but they are neither provided an American Institute of Chemical Engineers shirt nor given priority at some of our events.

Article VI: Frequency of Organization Meetings

Section II: General Body Meetings:

The American Institute of Chemical Engineers at UC San Diego shall hold 2-3 quarterly meetings open to all American Institute of Chemical Engineers members and non-members at a previously determined time and location. Members are not required, but are highly encouraged to attend meetings as those generally serve as professional development workshops as well.

Section III: Officer Meetings:

The American Institute of Chemical Engineers at UC San Diego officers shall meet weekly to discuss events that pertain to AIChE's members. All American Institute of Chemical Engineers at UC San Diego officers are expected to attend unless he/she contacts the President at least 24 hours before the meeting. Officer meetings are closed to the public. The Vice President of Operations shall record minutes at these meetings, and they may be available upon request, pending approval of the executive board of the American Institute of Chemical Engineers at UC San Diego.

Article VII: Engineering Student Council

Section I:

The chapter is classified as a pre-professional organization and is to be registered as a member organization with the Triton Engineering Student Council (TESC). The chapter is directly represented in the Student Council and Council decisions shall be binding upon this organization as long as they are not in any way conflicting with the AIChE Constitution. AIChE's member org status in TESC shall be maintained as outlined in the TESC Constitution and Bylaws.

Article VIII: AIChE Projects Sub-Division

Section I: Purpose

The AIChE Projects program promotes excellence in chemical engineering education and stimulates collaborative efforts among industry and professional societies by promoting team-oriented hands-on experiences for its students alongside local non-profit organizations and industry. The program also advances the development and exchange of relevant knowledge by providing a hub for students to discuss and critique ideas, problem solve with one another in the building stage, and troubleshoot common problems that arise in the chemical engineering field.

Section II: Membership

All AIChE members in accordance to Article IV are eligible for membership of AIChE Projects sub-division.

Article IX: Qualifications for Holding Office and Methods of Selecting and Replacing Officers

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

Section I: Officer Replacement

In the case that a current officer terminates their position, a replacement shall be voted for by the remaining board members by simple majority within two weeks of the departure of the former officer.

In the case that the President is unable to carry his/her duties, VP Operations will assume Presidency, followed by VP External, VP Internal, and VP Finance.

Section II: Positions and Duties

Officer Requirements

- All officers are required to attend weekly officer meetings and all general body meetings
 - All officers are required to contribute 5 DECaF points to the organization
 - If an officer cannot attend, they must notify the President before the meeting time
 - If an officer fails to notify the President before the meeting time, he/she will be given a warning
 - If an officer fails to notify the President for the third time, he/she will be terminated from his/her position
- All officers are required to contribute 5 TESC points to this organization
- Quarterly requirements: 1 points in Fall, 2-5 points in Winter and 2-5 points in Spring

- If a member fails to meet the quarterly requirement, he/she will be asked to make up these points in the following quarter
- If the officer in question fails to make up the quarterly requirement, he/she will be terminated from his/her respective position
- All officers are required to attend 6 American Institute of Chemical Engineers at UC San Diego events per quarter (This includes all general body meetings)
- If an officer does not abide to the requirements set forth by the Executive Board, that officer will be subject to the following actions:
 - Step one: Direct supervising executive officer will intervene, assess the situation, and suggest solutions to improve the misconduct.
 - Step two: President will administer a probationary period of two weeks within which the officer on probation must show adherence to the requirements or other proof of commitment to the organization as determined by the Executive Board.
 - Step three: If the officer fails to show a lack of commitment to the organization by improvement during the above steps, the officer will be removed from his or her position and the position will be filled or closed according to the discretion of the Executive Board.

Executive Board

President

- Oversees all American Institute of Chemical Engineers at UC San Diego activities (planning, delegation, execution)
- Presides over general body meetings and officer meetings
- Provides vision and scope for future growth of the organization
- Serves as a consultant to the Vice Presidents in leading their divisions
- Ensures all board members are performing their duties

VP Internal

- Leads the Internal Division, which consists of Fundraising Chair, Projects Chair, Publicity and Social Media Chair, Mentorship Chair, and Internal Committee
- Organizes general body meetings with the President and board retreats
- Organizes 1 Study Jam (1 or 2 days) at the end of each quarter
- Oversees the social aspect of American Institute of Chemical Engineers at UC San Diego, which consists of social and mentorship events
- Responsible for booking rooms for board meetings and general events
- Responsible for filling out TAP forms (middle of fall quarter next year, VP Ops help out with this)
- Assign flyer handouts for classrooms and classroom announcements

VP External

- Leads the External Division, which consists of Industry Chair, Department Chair, Outreach Chair, and External Committee
- Organizes at least 1 joint event (e.g. industry, social) per quarter with student organizations related to chemical engineering

- Aids industry chair and VP finance in drafting the sponsorship package for companies
- Oversees the professional development aspect of American Institute of Chemical Engineers at UC San Diego, which includes resume critiques, networking workshops and mock interviews
- Assists the Outreach Chair in organizing outreach events and programs
- Promotes National American Institute of Chemical Engineers membership to encourage conference participation

VP Finance

- Manages finances i.e. prepares reimbursement and oversees org costs
- Prepares the budget and decides funds
- Responsible for all funding sources (AS Funding, TESC funding, etc.), the applications, and deadlines
- Drafts the sponsorship package to be sent out to industry and alumni contact
- Organizes and tracks AIChE membership
- Keeps track of reimbursement checks for AIChE members

VP Operations

- Takes meeting minutes at all officer meetings
- Maintains records of membership and T-shirt sales
- Manages the American Institute of Chemical Engineers at UC San Diego email account, i.e. answer emails and maintain contact lists
- Organizes American Institute of Chemical Engineers at UC San Diego office and oversees relocation, supply Inventory, and involvement points and attendance of all committee and board members
- Oversees logistics of all chair headed events using internal American Institute of Chemical Engineers at UC San Diego event forms
- Maintains the website and group calendar using Wix and Google Calendar

Internal Division

Fundraising Chair

- Organizes at least 2 fundraising events per quarter (e.g., sales, holiday events.)
- Assists Vice President of Finance with money collected during events and GBMs
- Responsible for task delegation during fundraising events

Projects Chair

- Responsible for facilitating a program through which members of the American Institute of Chemical Engineers at UC San Diego will work on technical Chemical Engineering relevant projects through research, ideation, proposal writing, simulating, and prototyping
- Organize at least 1 workshop per quarter to assist in the development of student projects
- Oversee Projects Committee which will consist of 3 members (Operation Supervisor, Projects Supervisor, and Projects Analyst)

- Organize Project and Workshop leads (quantity up to the discretion of the Projects Chair) that the American Institute of Chemical Engineers at UC San Diego does not recognize as committee members, i.e. not required to contribute TESC points

Publicity Chair

- Relays American Institute of Chemical Engineers at UC San Diego events and blurbs to the Internal and External Committees
- Chalks CENG classrooms to advertise any events
- Oversees class announcements, all paper advertisements, and online events
- Prints and designs flyers to officers and classmates
- Sends out weekly newsletters via MailChimp
- Documents each American Institute of Chemical Engineers at UC San Diego event with photographs and video clips

Mentorship Chair

- Responsible for pairing mentors with mentees
- Responsible for facilitating communication between mentors and mentees via emails
- Make a Facebook group chat between mentors and mentees
- Organizes at least 1 ChemE FamilE event per quarter

External Division

Outreach Chair

- Organizes outreach events serving the community, especially those associated with TESC
- Responsible for outreach matching funds and managing DECaf points
- Ensures TESC Points are accurate
- Responsible for attending TESC Council Meetings
- Reaches out to other student organizations for collaborative events

Industry Chair

- Organizes at least 3 industry events per quarter (e.g. info sessions, facility tours, etc.)
- Maintains relationships with alumni as speakers and contacts them to come speak at UCSD
- Collaborates with VP Finance and Fundraiser Chair in drafting the sponsorship package
- Develops professional development workshops

Department Chair

- Organizes one faculty mixer per quarter and Senior Send-Off in Spring Quarter
- Attends quarterly NanoEngineering department meetings
- Communicates department changes and potentially in charge of department evaluations
- Responsible for organizing events to create relationships between professors and students as the officer sees fit
- Email department to help advertise for AIChE

Article X: Risk Management

The American Institute of Chemical Engineers at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself. The American Institute of Chemical Engineers at UC San Diego understands that the University does not assume legal liability for the actions of the organization. The American Institute of Chemical Engineers 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 American Institute of Chemical Engineers 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 XI: Community Student Advisor

The community advisor is chosen from the UCSD faculty who the members of the American Institute of Chemical Engineers at UC San Diego work closely with, as they serve as another liaison with the department and provide assistance and connections to the community as a whole. Currently, the advisor for the American Institute of Chemical Engineers at UC San Diego is Dr. Justin Opatkiewicz, who has agreed to serve for at least another year, barring unforeseen circumstances.

Article XII: Financial Management

The American Institute of Chemical Engineers at UC San Diego primarily finances activities through AS funding, the Chemical Engineering department, or reimbursements from industry. Money earned or gathered will be placed into an off-campus account, which changes user to be held by the VP Finance every year. Any changes made to the account are to be discussed at the weekly board meetings, so that all officers can confirm transactions. The Vice President of Finances shall keep track of our finances, and they may be available upon request, pending approval of the executive board of the American Institute of Chemical Engineers at UC San Diego, but there are currently no plans to submit quarterly budgets rather than an event-by-event basis.

Article XIII: Affiliation with Other Groups

The American Institute of Chemical Engineers is a national organization, and all members are asked at registration to register on the national site as well. This affiliation is meant only to give opportunities and resources for other Chemical Engineers, as well as notices for conferences that members may want to attend.

