

**American Institute of Chemical Engineers at UC San Diego
University of California, San Diego
Constitution 2025-2026**

Article I: Name of Organization

Section I:

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

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: Hazing Prevention

The American Institute of Chemical Engineers at UC San Diego is committed to maintaining a safe, inclusive, and respectful environment for all its members and does not condone hazing. Hazing, in any form, is strictly prohibited within the organization in compliance with state and federal law, Regents' policies and University regulations. Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or

persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or ii. the person knew or should have known was likely to cause serious bodily injury. As an organization, we understand that failure to abide by hazing policies and laws will result in referral to the Center for Student Accountability, Growth, and Education (SAGE) for an organizational violation and/or individual violation(s).

Section II: 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 <https://www.aiche.org/membership/student>.
- Pay dues of \$15 to the organization in order to fund events and shirts.

Section III: 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: Organization Meetings

Section I: 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 II: 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 with Article V 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 Removal Process

Officers may be considered for removal due to failure to fulfill their duties, misconduct, or actions that conflict with the organization's mission or university policies. The officer must be allowed due process, and thus given written notice of the proposed removal, the grounds for removal, and the date of a hearing and vote. The officer shall have the right to present a defense and submit evidence. Removal shall require a formal vote by the executive board and the threshold for removal clearly defined. Following the vote, the organization must provide written notice of the final decision to the officer. Allegations of student misconduct (e.g., harassment,

discrimination, or violations of university policy) must be referred to the Office for the Prevention of Harassment & Discrimination (OPHD) and the Center for Student Accountability, Growth, and Education (SAGE) and will not be investigated within the organization.

Section II: 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 out his/her duties, VP Operations will assume Presidency, followed by VP External, VP Internal, and VP Finance.

Section III: Positions and Duties

Officer Requirements

- All officers are required to attend weekly officer meetings and all general body meetings.
 - 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.
- 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 (including 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, Mentorship Chair, Competition Chair, and Internal Committee
- Organizes general body meetings with the President and board retreats
- Organizes weekly or bi-weekly internal meetings with committee members
- Organizes 1 Bonfire at the beginning and end of each academic year
- 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
- Assign flyer handouts for classrooms and classroom announcements

VP External

- Leads the External Division, which consists of Industry Chair, Department Chair, Outreach Chair, NChE 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
- Manages Sponsorship Chair to draft the sponsorship package to be sent out to industry and alumni contact
- Organizes and tracks AIChE membership
- Maintains records of membership and T-shirt sales
- Keeps track of reimbursement checks for AIChE members

VP Operations

- Takes meeting minutes at all officer meetings
- Manages the American Institute of Chemical Engineers at UC San Diego email account, i.e. answer emails and maintain contact lists
- Responsible for booking rooms for general events
- Responsible for filling out TAP forms

- 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

VP Publicity

- Oversees all social media operations for AIChE at UC San Diego
- Coordinates with Internal, External, and Projects divisions to ensure consistent communication across branches
- Manages the Publicity & Social Media Chair
- Creates digital and print media (flyers, posters, stories, reels) to promote organizational events and initiatives

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

Competition Chair

- Schedules and facilitates regular team meetings and practices with all teams
- Guides strategy and preparation for ChemE Sports, Cube, and Jeopardy
- Works with Internal to create funding proposals (AS Competition Fund and Triton Competition Fund)
- Builds detailed timelines and budget breakdowns to ensure effective planning
- Coordinates with lab managers to secure lab access, materials, and safety approvals

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 FamIE 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
- Leads on-campus outreach efforts through tabling 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
- Develops professional development workshops
- Works with the Sponsorship Chair to strengthen industry partnerships and identify companies interested in both recruiting and supporting the chapter

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

NChE Chair

- Organizes NChE event in winter quarter
- Collaborates with Industry Chair, VP External, and VP Finance for overall NChE logistics (e.g. competition, design, swags)
- Responsible for obtaining and managing department funding for NChE in spring quarter
- Responsible for proposal packet with Industry Chair

Projects Division

Projects Chair (Program Director)

- 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 roles (Program Managers, Assistant Program Manager, and Projects Resource Coordinator)
- 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

Finance Division

Sponsorship Chair

- Creating AIChE Sponsorship Package in collaboration with the VP Finance
- Researched and identified potential sponsors aligned with AIChE's mission and student initiatives.
- Initiated outreach to companies, alumni networks, and local businesses to secure financial and in-kind sponsorships.

- Drafted proposals and maintained communication with sponsors to build long-term relationships.

Publicity Division

Publicity and Social Media Chair

- Designs and distributes class announcements, flyers, and online event promotions.
- Sends out weekly newsletters via MailChimp and Discord announcements to members and affiliates.
- Documents AIChE events through photography and video for archival and promotional use.

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.

Section I: In Case of Interaction with Minors and/or Elderly

The American Institute of Chemical Engineers at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning (<https://uclearning.ucsd.edu>). The American Institute of Chemical Engineers at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Section II: In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

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 Mentor

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.