Constitution

American Institute of Chemical Engineers

Student Chapter at The Ohio State University

**Article I**: Name, Purpose, and Non-discrimination Policy

Ia. Name

The American Institute of Chemical Engineers (AIChE) Student Chapter at The Ohio State University

Ib. Mission Statement

To serve the William G. Lowrie Chemical Engineering Department by engaging its student members with professional development opportunities and fostering a culture of camaraderie among its community.

Ic. Non-discrimination Policy

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Id. Sexual Misconduct Policy

As a student organization at The Ohio State University, the American Institute of Chemical Engineers Ohio State Student Chapter, expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article II**: Membership

Executive member and executive board member roles below must be filled by an undergraduate student enrolled at Ohio State University. General body membership may consist of undergraduate and graduate students.

IIa. Executive Members

Executive members include the President, External vice-president, Internal vice-president, and Treasurer. Qualification for becoming an executive member entails serving as an Executive Board Member for at least one academic semester.

IIb. Executive Board Members

Executive board members include the Secretary, Professional events coordinator, Social events coordinator, Mentorship chair, Marketing chair, Webmaster, Intramural chair, Freshmen outreach chair, Engineering Council representative, Senior class representative, Junior class representative, and Sophomore class representative.

IIc. General Body Membership

General body members may participate in any AIChE sponsored events without application or dues. Students must complete the membership survey in order to become an official general body member of AIChE at Ohio State.

**Article III**: Member Ejection

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a majority affirmative vote of the executive board in consultation with the organization’s advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer. A majority vote is necessary for the suspension to be enacted.

**Article IV**: Organization Leadership

IVa. Executive Members

1. President – Matthew Greenwaldt, Fall 2020

The president is responsible for setting the goals of the organization and working with the other leaders of the organization to help meet those goals. Specifically, this includes directing both the professional development and community development arms of the organization. The president is expected to communicate and maintain relationships with advisory, faculty, and industry partners to procure sponsorships. All budget requests for over $200 must be cleared by the president. The president and treasurer will have executive control over all bank accounts. The president conducts group meetings and maintains a strong relationship with AIChE members and students to determine the best strategies to serve the chemical engineering community. The president will schedule monthly meetings with the AIChE Ohio State Advisory Committee and at least one meeting per semester with the department chair to review progress and goals. Additional responsibilities of the president include: managing the AIChE Awards program, maintaining registration with the Ohio Union and College of Engineering, managing the AIChE Alumni Facebook page, and leading election to fill open positions for each semester.

1. External Vice-President

The external vice-president is responsible for the professional development arm of the organization. This involves maintaining direct contact with industry partners of the organization as well as the professional events coordinator, webmaster, and marketing team. Goals and activities pursued by the external vice-president should align with the overarching mission of the organization to provide professional development resources to the chemical engineering community. The external vice-president will be the main point of contact for company representatives and conduct planning for all information sessions, plant tours, and networking nights. Lastly, the external vice-president will be the team lead of the professional events committee.

1. Internal Vice-President

The internal vice-president is responsible for the community development arm of the organization. This involves setting goals for the social events coordinator, mentorship chair, director of freshman outreach, and Engineering Council representative. The webmaster and marketing team will support these goals. Goals and activities pursued by the internal vice-president should align with the overarching mission of the organization to build the chemical engineering community. The internal vice-president is responsible for planning the AIChE informational kickoff event for each semester, organizing monthly general body meetings, planning the Holiday Potluck in the fall, planning the Senior Breakfast in the spring, and support AIChE Award nominations. Lastly, the internal vice-president will be the team lead of the social events committee.

1. Treasurer

The treasurer oversees fundraising and creates the annual the budget. This includes approving expenses for less than $200 and requesting funding for AIChE activities from department staff. The treasurer should be able to report on the state of the budget at any time. Consistent bookkeeping of expenditures should be recorded to compare with expense sheets from the CBE fiscal staff. The treasurer is responsible for all meal orders being placed and delivered on time. All meal requests or PCard checkouts are to be completed at least one week in advance of the event date. The treasurer will be the lead planner of flights, hotels, and transportation for national and regional conferences. However, the treasurer may request assistance from other executive board members for planning conferences if necessary. The treasurer will be a signee and manage the AIChE bank account along with the President. Upon transition of roles, the new treasurer must have their name be placed onto the AIChE bank account. The treasurer must maintain good relationship and communication with the CBE fiscal staff for easy approval of expenditures. Lastly, the treasurer will be the team lead of the fundraising committee.

IVb. Executive Board Members

1. Secretary

The secretary is responsible for maintaining correspondence between all executive members. After meetings, they will send meeting minutes and task lists to the entire executive board. The secretary is also responsible for attendance sheets (google forms) during meetings as well as tallying total attendance for all events. They will be responsible for reading and responding to all emails sent to the organizations email address. The secretary is responsible for picking a student spotlight from nominations, sending out student spotlight surveys to students, writing weekly student spotlight articles, and posting them on the AIChE Facebook page. At the end of each month, the four student spotlights will be highlighted on the CBEC TV slide which will be coordinated by the secretary. Finally, the secretary is in charge of creating the AIChE newsletter to be sent out once a month to all student members, faculty, alumni, industry contacts, and sponsors with updates about recent activity and upcoming events.

1. Webmaster

The webmaster is responsible for managing and updating AIChE’s website and all social media accounts including Facebook, Instagram, LinkedIn, and Twitter. The webmaster is also responsible for regularly updating the website and social media with relevant information, resources, and future AIChE event announcements. They will work closely with the marketing chair to create promotions for future AIChE related events on the website and social media. They are also expected to actively collaborate with the Marketing Team. This would be best suited for a student who has great technical skills and interested in web design, communications, and social media. Previous experience using Wordpress is preferred.

1. Social Events Coordinator

This social events coordinator is in charge of planning and scheduling all community development and social events such as creative events in CBEC, socials at surrounding venues, study tables, etc. The social events coordinator works closely with the Internal Vice President to lead the event planning committee. They are also required to plan a minimum of one social/community development event each month, and are expected to plan more than one each month including the monthly GBM. For 2018-2019, they will lead the efforts towards our new goal of planning two K-12 outreach events per semester.

1. Professional Events Coordinator

This professional events coordinator is responsible for the planning and execution of professional development events such as company information sessions, career fair workshops, faculty/industry lectures, etc. The professional events coordinator works closely with the External Vice President to lead the professional development committee. They are also required to plan a minimum of one professional development event each month, and are expected to plan more than one each month including information sessions.

1. Mentorship Chair

The mentorship chair is responsible for planning and executing the mentorship program within the organization. This is an emerging program, so this individual must be motivated, organized, and dedicated. They must also acquire strong leadership and communication skills, as well as creativity and initiative in order to facilitate the mentorship program. The mentorship chair will also be responsible for planning mentor-mentee events and proposing ideas to strengthen these relationships. New mentor-mentee pairs will be added for the 2018-2019 year. Additionally, industry contacts will be connected to each mentor-mentee pair. Proper compliance between mentor-mentee pairs and industry contacts will have to be monitored. This role has the potential to be very rewarding if completed correctly.

1. Marketing Chair

The marketing chair is responsible for promoting all AIChE events and assuring that they are well attended. The marketing chair is the leader of the Marketing Team which consists of all class representatives. Announcements, emails to the listserv/Brian, and flyers need to be completed by the Marketing Team. Flyers should also be distributed throughout CBEC and surrounding areas by the Marketing Team for larger events. Emails and flyers should be created using MailChimp or a similar platform. The marketing chair is responsible for collaborating with the webmaster to utilize social media and the listserv to promote upcoming events. This individual should be very outgoing.

1. Engineering Council Representative

The E-Council representative is responsible for attending biweekly E-Council meetings and reporting all necessary information back to the Executive Board. The E-Council representative will be a leader for volunteering and philanthropy for the organization. They are tasked with recruiting members to attend E-Council volunteer opportunities in order to fundraise for AIChE. The E-Council representative is in charge of managing all volunteer paperwork, and ensuring the necessary forms for volunteering are completed on time. Additionally, they will lead the Fundraising Committee to encourage general body members to volunteer. A goal for the 2018-2019 year is to plan two K-12 event per semester, and the E-Council will collaborate with the Internal VP and Social events coordinator to plan these events. The E-Council representative is will be familiar with E-Council as well as its rules and regulations.

1. Intramural Chair

The intramural coordinator is responsible for organizing AIChE’s intramural teams. They are required to bring together members in order to form teams in sports such as Soccer, Volleyball, Flag Football, Battleship, and more. The intramural chair must coordinate players’ scheduling conflicts in order to maximize participation. The intramural chair is also expected to attend all intramural events. Additionally, the intramural chair will lead the Intramural GroupMe which serves as a tool to effectively communicate to all teams. The Intramural Coordinator will serve as team captain for all squads formed unless they are not able to be in attendance.

1. Class Representatives

There is 1-2 representative(s) for each class which make up the marketing team and fall under jurisdiction of the Marketing Chair. Class representatives are responsible for relaying information to fellow Chemical Engineering students in their classes, as well as communicating feedback from students back to the executive board. Representatives act as a liaison between the executive board and the student body. Representatives are expected to make announcements in their classes about upcoming events, and encourage members of their class to attend events to become further involved with AIChE. Class representatives often lead to great future leaders on the executive board. Individuals should be outgoing, approachable, and comfortable to communicate with their professors and make announcements in classes. Representatives are required to volunteer on committees, and aid committee leaders when needed.

1. Freshman Outreach Chair

The Freshman Outreach Chair acts as the freshman class representative and has similar responsibilities to class representatives (please see class representative position description). This class representative is unique in that it represents those not yet accepted to the major. This chair is responsible for attending the Chemical Engineering Survey classes to make announcements for AIChE events as well as send event emails through Carmen or Katie to pre-major students. The freshmen outreach chairs works along with the department advisors to encourage/incentivize involvement from first-year students. The freshmen outreach chair is required to plan at least one freshmen-only social event near the start of each semester. This individual acts as the liaison between all Chemical Engineering pre-major students and helps AIChE reach its goal of 25% membership from pre-major students. This position is also part of the Marketing Team, falling under jurisdiction of the Marketing chair.

IVc. Organization Hierarchal Chart

Executive members are in red and executive board members are in blue.

President

Secretary

Internal Vice President

Treasurer

External Vice President

* Professional Events Coordinator
* Social Events Coordinator
* Intramural Chair
* Mentorship Chair
* Freshman Outreach Chair
* E-Council Representative
* Webmaster
* Marketing Chair
1. Freshman Class Rep
2. Sophomore Class Rep
3. Junior Class Rep
4. Senior Class Rep

**Article V**: Election / Selection of Organization Leadership

Va. Executive Members

The executive members include the president, external vice-president, internal vice-president, and the treasurer. These positions are determined by a majority vote of the current executive and executive board members. Eligibility for becoming an executive member includes serving for at least one year as an executive board member. These members are elected to serve a full term unless graduation or job plans prevents them from doing so. In the event that a president is about to graduate or go on co-op, another executive member will fill that role in their absence. If multiple executive members desire the role of president, then the position will be determined by a majority vote. Any other vacancies that occur throughout the year will be the president's choice to fill with the member of his or her choice.

Vb. Executive Board Members

Executive board members include the secretary, social events coordinator, professional events coordinator, intramural chair, marketing chair, class representatives, E-Council representative, webmaster, and director of freshman outreach. These positions are determined by the current executive members and executive board members and are held for one year (summer, autumn, spring) ~~semester~~.

**Article VI** : Advisor(s) or Advisory Board Qualification Criteria

The AIChE Ohio State chapter advisor is a member of the chemical engineering department faculty. The role of the advisor is to oversee the activities and goals of the organization to ensure they align with the AIChE Mission Statement. The advisor will receive periodic reports from the president in the event that meetings cannot be attended. The advisor will also be updated on organization progress in monthly AIChE Advisory Committee meetings.

**Article VII**: Meetings and Events of the Organization

The president of the organization will hold monthly general body meetings to update the student body on upcoming professional and community development events. These meetings are not mandatory for the executive members and the executive board members, but they are strongly encouraged. The president will meet with executive members regularly to discuss the status of the organization’s goals. Additionally, the internal and external vice-presidents will meet regularly with their own respective committees to plan events that further the organization’s goals.

**Article VIII**: Method of Amending Constitution

The Constitution may be amended at any chapter meeting of AIChE in which over three-fourths of the executive members and executive board members are present. The proposed amendment shall be presented in writing and filed with the secretary at two consecutive meetings. The proposed amendment will be voted on at the second meeting. A three-fourths vote of the executive members and executive board members present shall be necessary for passage of the amendment.

**Article IX**: Method of Dissolution of Organization Requirements

The AIChE Ohio State chapter may be dissolved by a written agreement clearly stating the reasons for dissolution with signatures by the president, the faculty advisor, and the chemical engineering department chairman. In the event this organization is dissolved, the Department of Chemical Engineering shall assume responsibility for all outstanding monetary assets and liabilities of the AIChE chapter at the time of dissolution.

**Article X: AIChE Bank Account**

The AIChE bank account is to be monitored by the Treasurer with supervision of the President. The Treasurer and President have executive control over the bank account. The Treasurer and President are the two executive members to hold debit cards and have access to the AIChE bank account. If another executive board member needs to use the debit card, the debit card must be signed-out and signed-in by the individual. The President and Treasurer are responsible for auditing the expenses made by each of the debit cards, which can be reflected on the transaction history of the bank account. Any executive board member, faculty, or staff may request a copy of the monthly bank statements at any time to monitor fundraising and spending on the bank account. Monthly statements are to be presented at end of the semester meeting with the AIChE advisor, CBE Fiscal Officer, and CBE Department Chair. Upon exit of the President or Treasurer position, a mandatory meeting must be scheduled with Huntington Bank in order to update signee information on the bank account. The incoming President or Treasurer must have their personal information updated on the bank account, and a new debit card shall be assigned to their name.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Term | Position | Name |
| **2017** | **Spring** | **President** | **Michael Jindra** |
| 2017 | Spring | Internal Vice President | Tori Krebs |
| 2017 | Spring | External Vice President | Courtney Prebul |
| 2017 | Spring | Treasurer | Thomas Menker |
| **2017** | **Fall** | **President** | **Tori Krebs** |
| 2017 | Fall | Internal Vice President | Eric Collins |
| 2017 | Fall | External Vice President | Courtney Prebul |
| 2017 | Fall | Treasurer | Thomas Menker |
| **2018** | **Spring** | **President** | **Thomas Menker** |
| 2018 | Spring | Internal Vice President | Eric Collins |
| 2018 | Spring | External Vice President | Stiphany Tieu |
| 2018 | Spring | Treasurer | Taylor Cochran |
| **2018** | **Fall** | **President** | **Thomas Menker** |
| 2018 | Fall | Internal Vice President | Mike Petrecca |
| 2018 | Fall | External Vice President | Stiphany Tieu |
| 2018 | Fall | Treasurer | Taylor Cochran |
| **2019** | **Spring** | **President** | **Stiphany Tieu** |
| 2019 | Spring | Internal Vice President | Mike Petrecca |
| 2019 | Spring | External Vice President | Leah Soppi |
| 2019 | Spring | Treasurer | Taylor Cochran |
| **2019** | **Fall** | **President** | **Josie Miller** |
| 2019 | Fall | Internal Vice President | Siena Veurink |
| 2019 | Fall | External Vice President | Jacob Belding |
| 2019 | Fall | Treasurer | Matthew Greenwaldt |
| **2020** | **Spring** | **President** | **Josie Miller** |
| 2020 | Spring | Internal Vice President | Siena Veurink |
| 2020 | Spring | External Vice President | Anjali Tewari |
| 2020 | Spring | Treasurer | Alec Pellicciotti |
| **2020** | **Fall** | **President** | **Matthew Greenwaldt** |
| 2020 | Fall | Internal Vice President | Siena Veurink |
| 2020 | Fall | External Vice President | Benjamin Carpenter |
| 2020 | Fall | Treasurer | Jessica Srail |