**The Constitution of ChemE Car at The Ohio State University**

*Article l - Name, Purpose, and Non-Discrimination Policy*

*Section 1: Name*

ChemE Car at The Ohio State University

A. ChemE Car is a national organization run by the American Institute of Chemical Engineers (AIChE). This organization is a branch of the national group.

*Section 2: Purpose*

The students of the ChemE Car, a student project team in the Chemical Engineering Department, maintain a goal of designing, building, and testing a small-scale automobile that is powered and controlled by chemical means to compete in regional and national competitions sponsored by AIChE.

*Section 3: Non-Discrimination Policy*

ChemE Car and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article II - Membership*

*Section 1: Voting Members*

Members of ChemE Car must be undergraduate students at The Ohio State University. These members will have voting power within ChemE Car.

*Section 2: Composition of Organization*

The group must consist of at least 5 members. Members must be from at least two different chemical engineering classes with no more than 80% of the total membership from one class. Members with disciplines outside of chemical engineering are encouraged.

*Section 3: Safety Requirements*

All members must receive proper safety training prior to handling the car or any chemicals. All members must also wear personal protective equipment when working with the project.

*Section 4: National Competition Requirements*

In order to attend the National Competition, members must belong to AIChE.

 *Section 5: Removal of a Member*

Removal of a member can occur if a member is caught committing fraud and/or theft. Further if a member is harassing other team members, or members of other teams they may be asked to leave. Any documented unsafe behavior while working on the car that puts the safety of any person on the team at risk is grounds for removal. Detailed justifications for removal should be submitted in writing to the executive committee (including both president and advisor). If needed the situation can be brought to higher authority for consideration. If removed, a member should have the rights to petition to higher university authorities.

*Article III - Organization Leadership*

*Section 1: Voting for Officers*

The officers are chosen as follows at the end of the school year for the following school year. With the exception of the President, you do not need to be a current member of ChemE car to run for office.

1. All terms are for the next calendar year only.
2. The position will be announced and volunteers for the position will be taken.
	1. If there are no volunteers for an open position,
		1. The person currently holding that position will be asked to stay in that position for the following year.
		2. If that person cannot, and no other people are willing to fill the position, then the chair will be demolished for one year and the work will be equally distributed throughout the members.
3. Each candidate will be allowed two minutes to make a statement.
	1. This step may be skipped if the current school year President deems it unnecessary.
4. There will be a five minute question and answer period where non-candidates in attendance can ask questions of the candidates.
	1. This step may be skipped if the current school year President deems it unnecessary.
5. The candidates will then exit the room and a vote will be taken by show of hands.
6. If there is a tie, there will be a re-vote involving only the candidates that tied.
7. If there is still a tie, the executive board will have the final say on who gets the position.

*Section 2: Absence of an officer*

1. Each officer can miss two meetings per semester. The officer must send an email to the entire club as an update.
2. Additional absences are permitted if the justification is approved by the president at least one week before the said absence. The president can approve or deny the request.
3. An officer who is absent for three meetings in one semester is terminated from the officer position. The president then appoints an interim team lead for that position.

*Section 3: Removal of officer*

1. If an officer has performed in an unsatisfactory matter, the other officers may call for a vote to elect a new officer. Unless electing a new president, the officer must not already hold an officer position. If the president is the officer whom is performing in an unsatisfactory manor, the newly elected president may maintain the responsibilities of their previous officer job while performing the duties of the president.

*Section 4: Officer Descriptions*

1. *President -* Responsible for the overall organization, making arrangements for competitions, working with the faculty advisor, holdings meeting for the officers as well as the team as whole. The president also serves as a link between different parts of ChemE car.
2. *Vice President* - Assists the President with duties, making executive decisions along with the President, and overseeing the different car teams. Oversees volunteering hours and all associated documentation. The Vice President also facilitates team apparel and organizes fund-raising opportunities.
3. *Treasurer* – responsible for the finances of the club. The Treasurer is to keep track of all club expenses and orders. The Treasurer applies for new funds from companies or college organizations, and keeps track of current funding.
4. *Secretary* – keeps track of member attendance, updating the alumni network, creating the monthly newsletter, and updates the club’s social media. The Secretary is also responsible for recruitment and student involvement in the club.
5. *Pressure Lead* – responsible for the design and manufacture of the pressure vessel vehicle. The Pressure Lead enables team members to work together effectively. The car must be built and calibrated adequately for competition.
6. *Battery Lead* - responsible for the design and manufacture of the battery vehicle. The Battery Lead enables team members to work together effectively. The car must be built and calibrated adequately for competition.
7. *Safety Lead* – responsible for the car to pass safety inspection at competition, and organizes all required documentation to do so. The Safety Lead understands safety procedures for the club’s current lab, and facilitates lab certification of team members each semester. The Safety Lead keeps a chemical inventory of what chemicals and how much remains for the club.
8. *Design Lead* – responsible for ChemE Car’s 3D printer. The Design Lead reviews all models submitted for printing, and is responsible for the upkeep of the printer. If the 3D printer malfunctions, the Design Lead is responsible for finding what part needs to be replaced, getting it ordered, and fixing it.

*Article IV - Executive Committee*

The Executive Committee of ChemE Car will be composed of the President, Pressure Vessel Lead, Battery Cell Lead, Secretary, Outreach/Recruitment Lead, Safety/Documentation Lead, Treasurer, and the faculty advisor.

*Article V - Standing Committees*

ChemE Car will have different standing committees to address the different areas of development for the car. Members shall be divided between these committees by interest or how the President sees fit. They are as follows:

1. Thermoelectric Committee
	1. Constructs and tests a vehicle powered by a chemical that produces a voltage based off a heat gradient. Members are expected to document and contribute to the project.
2. Fuel Cell Committee
	1. Constructs and tests a vehicle powered by an electrolytic cell that produce hydrogen fuel. Members are expected to document and contribute to the project.

*Article VI – Advisor*

*Section 1: Advisor Requirements*

The advisor of ChemE Car must be a faculty member of the Chemical Engineering Department at The Ohio State University. If the advisor decides to step down, it is the responsibility of the Executive Committee to find a new advisor.

*Section 2: Advisor Duties*

The advisor must be the liaison between the ChemE Car organization and the academic/corporate boards. The advisor must also work with ChemE Car to obtain funds for the academic year.

*Article VII – Meetings*

ChemE Car will meet once a week on the specified days/times that the exec board agrees on

*Article VIII – Method of Amending Constitution*

Proposed amendments to the ChemE Car Constitution must be submitted in writing to the President prior to an Executive Committee meeting. A vote on a proposed amendment must be introduced and discussed at a general meeting. The Constitution may then be amended by two-thirds of the voting membership of ChemE Car, subject to final approval of the Advisor.

**By-Laws**

*Article I: Installation of the By-Laws*

The by-laws of ChemE Car at The Ohio State University will be decided upon by the Executive Committee during the academic year stretching from 2018-2019. The Constitution will be updated with these new by-laws by the end of Autumn Semester 2019.

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