

# **Constitution**

## **American Institute of Chemical Engineers**

### **Student Chapter at The Ohio State University**

#### ***Article I: Name, Purpose, and Non-Discrimination Policy***

##### **Section 1 – Name:**

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

##### **Section 2 – 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.

##### **Section 3 – 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.

##### **Section 4 – 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](mailto:titleIX@osu.edu).

#### ***Article II: Membership***

##### **Section 1 – General Body Membership:**

General body members may participate in any AIChE ~~sponsored~~ events without application or dues. Students must be in the Slack Channel to be an official general body member of AIChE at Ohio State.

##### **Section 2 – Internal Executive Board Members:**

Internal Executive members include the President, Internal Vice-President, External Vice-President, Treasurer, and Secretary. These roles are elected by majority vote of the current Executive Board as positions become available. Qualifications for Internal Executive Board Members includes enrollment as an undergraduate student at the Ohio State University and serving as an External Executive Board Member for at least one academic semester.

##### **Section 3 – External Executive Board Members:**

Executive board members include the Social Events Coordinator, Wellness Chair, Intramural Chair, Freshman Outreach Chair, Professional Events Coordinator, Mentorship Chair, Webmaster, Marketing Chair, and Fundraising Chair. These roles are elected by majority vote of the current Executive Board as positions become available. Qualifications for External Executive Board Members includes enrollment as an undergraduate student at the Ohio State University and participation as a General Body Member for at least one academic semester (excluding the Freshman Outreach Chair Position).

### ***Article III: Member Ejection***

#### **Section 1 – General Body Member Criteria:**

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 Executive Board in consultation with the organization's advisor.

#### **Section 2 – Executive Board Member Criteria:**

Any elected officer of the chapter may be removed from their position if they engage in behavior that is detrimental to advancing the purpose of this organization; violate the organization's constitution or by-laws; violate the Code of Student Conduct, university policy, or federal, state or local law; or fail to perform their duties. The Executive Board may act for removal upon a majority affirmative vote of the Executive Board in consultation with the organization's advisor.

### ***Article IV: Organization Leadership***

#### **Section 1 – Internal Executive Board Member Responsibilities:**

##### **I. President**

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. They must maintain a strong relationship with general members, the Executive Board, the faculty advisor, the AIChE Advisory Committee, the Chemical Engineering Department, AIChE National connections, and more to determine and execute the best strategies to serve the chemical engineering community. The President is expected to communicate and maintain relationships with advisory, faculty, and industry partners to procure sponsorships on an annual basis. Additionally, the President manages the chapter's bank account with the Treasurer and large purchases must be approved by both the Treasurer and President. The President organizes and leads the Executive Board Meetings where Executive Board Members share upcoming events, status updates, plans, ideas, feedback, and more. After meetings, they will send a meeting follow-up with action items / reminders for each position. The President also schedules semesterly meetings with the organization's faculty advisor and bi-semesterly AIChE OSU Advisory Committee Meetings to receive feedback and support from members of the chemical engineering faculty. The President is to attend the semesterly budget review and monetary request meeting with the

department chair and financial advisor organized by the Treasurer. Additional responsibilities of the president include: managing the AIChE Awards program, maintaining registration with the Ohio Union and College of Engineering, and leading elections to fill open positions for each semester.

## **II. Internal Vice-President**

The Internal Vice-President (IVP) is responsible for the organization's internal community and outreach efforts. They help direct and oversee activities led by the Social Events Coordinator, Wellness Chair, Intramural Chair, and Freshman Outreach Chair. Goals and activities pursued by the Internal Vice-President should align with the overarching mission of the organization to develop the chemical engineering community and foster connections between members. The IVP is responsible for registering a table for the OSU Involvement Fair, organizing monthly General Body Meetings, planning the Senior Breakfast in the spring, and supporting AIChE Award nominations. The IVP is also in charge of all volunteering and outreach efforts for the chapter and are expected to co-lead the K12 STEM Ambassador Program with another individual who doesn't have to be on the board.

## **III. External Vice-President**

The External Vice-President (EVP) is responsible for the professional development efforts and external connections of the organization. This involves maintaining direct contact with industry partners of the organization and overseeing activities led by the professional events coordinator, webmaster, and mentorship chair. They're responsible for directing the annual Networking Night, which plays a heavy role in raising funds for the organization and creating professional experience opportunities for its members. The EVP will also adopt the title and role of Networking Night Coordinator during the planning and execution of the event to ensure its success. Goals and activities pursued by the EVP should align with the overarching mission of the organization to provide professional development resources to the chemical engineering community.

## **IV. Treasurer**

The Treasurer creates the annual the budget for the organization and oversees the Fundraising Chair. This includes managing the finances, auditing transaction history, approving expenses, placing orders, requesting funding from the chemical engineering department, and lastly budgeting and planning the regional and national conferences. 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. The Treasurer must hold semesterly meetings with the department chair and financial advisor to review the budget and make monetary requests from the department. 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.

**V. Secretary**

The Secretary is responsible for recording event attendance, the AIChE OSU Instagram and LinkedIn accounts, and student member spotlights. The Secretary posts information about upcoming events, event recaps, and other resources for members on the Instagram. They're responsible for sending out student spotlight surveys to students, picking a student spotlight from nominations, writing weekly student spotlight articles, and posting them on the AIChE Instagram/LinkedIn. At the end of each month, the month's student spotlights will be highlighted on the CBEC TV slide.

**Section 2 – External Executive Board Member Responsibilities:**

**I. Social Events Coordinator**

This Social Events Coordinator (SEC) is responsible for the planning and execution of all social events for the organization such as game nights, bowling, ice skating, study tables, date party, etc. The SEC serves at the leader of the social events committee and receives help planning these events from committee members. They are expected to plan a minimum of one social/community development event each month and also work closely with the Internal Vice-President on volunteering and outreach efforts.

**II. Professional Events Coordinator**

This Professional Events Coordinator (PEC) is responsible for the planning and execution of professional development events such as company information sessions, career fair workshops, faculty/industry lectures, etc, while serving as the chair of the professional development committee (PDC). As such, they are also responsible for being the main point of contact for the events planned by the PDC unless delegated to its members. They are expected to plan a minimum of one professional development event each month.

**III. Mentorship Chair**

The Mentorship Chair is responsible for planning and executing the mentorship program within the organization. The mentorship program is foundational to the inclusivity of the members of the organization and a key component of its mission to foster camaraderie amongst the chemical engineering community. The rules and structure of the program are left up to the Mentorship Chair. Historically, the chair has led a mentorship committee to help plan mentorship events and pair mentees with mentors and external mentors. The main expectation of the chair is the growth of the mentorship program with active recruitment of mentees and mentors. The chair is also expected to regularly reach out to the participants of the program to verify they are actively engaged in their group.

**IV. Marketing Chair**

The marketing chair is responsible for promoting all AIChE events and assuring that they are well attended. The Marketing Chair will send announcements in the Slack, send 2-week Outlook emails to the mailing list, and make flyers to be distributed throughout CBEC. The marketing chair is responsible for collaborating with the Secretary and Webmaster to utilize social media and the website to promote upcoming events.

**V. Fundraising Chair**

The Fundraising Chair is responsible for all fundraising efforts outside of company sponsorships for the chapter. They will plan fundraising events such as restaurant fundraisers, the bake sale, pie a professor, and more. They're responsible for attending weekly E-Council meetings and reporting all necessary information back to the Executive Board. They are tasked with recruiting members to attend E-Council volunteer opportunities in order to fundraise for AICHE and are in charge of managing all volunteer paperwork and ensuring the necessary forms for volunteering are completed on time.

**VI. Wellness Chair**

The Wellness Chair is responsible for the planning and execution of all wellness events and initiatives. Their primary objective is to host events and share resources that support member wellbeing and promote an inclusive environment within the organization. They schedule and organize the Coffee with a Professor series, supported by the chemical engineering department, in which professor(s) come and speak to students about a topic chosen by the Wellness Chair or of their choice. Historically, the Wellness Chair has served as the leader of the wellness committee, allowing members to get involved in coordinating wellness events.

**VII. Intramural Chair**

The Intramural Chair is responsible for organizing AICHE's intramural teams. They are responsible for recruiting and organizing teams in OSU intramural sports such as soccer, volleyball, flag football, and more. The Intramural Chair coordinates sports and times based on member interest and schedules. The Intramural Coordinator will serve as team captain for all teams unless they are unable to and another AICHE member is able to act as captain for that team. Having multiple team captains for a given sport also allows for more teams to be formed. The intramural chair is expected to attend all intramural events, but exceptions can be made for games in which they are not the team captain. Additionally, the intramural chair will lead the Intramural Slack Channel to communicate with team members and coordinate pickup games as desired.

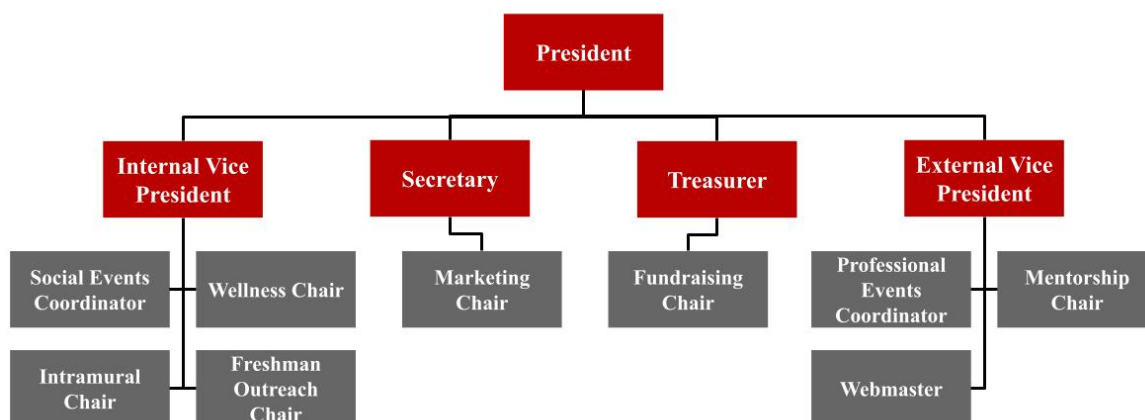
**VIII. Freshman Outreach Chair**

The Freshman Outreach Chair acts as the point of contact for first-year students and their primary goal is to increase freshmen involvement in the chapter and inform them about upcoming events. 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, the Freshman Slack Channel, or one of the department advisors to pre-major students. The freshmen outreach chair is required to plan at least one freshmen event each month of the semester after their election. This individual acts as the liaison between all Chemical Engineering pre-major students and helps build interest and involvement of first-year students early in their chemical engineering path.

**IX. Webmaster**

The Webmaster is responsible for managing and updating AICHE's website and for creating and sending out the monthly Newsletter. The Webmaster updates the website each semester with the updated Executive Board pages and regularly updates the website with relevant information, resources, and future AICHE event announcements. They also create the monthly newsletter that recaps the past month's events, student spotlights, sponsors, and contact information.

### Section 3 – Organization Hierarchal Chart:



## Article V: Election / Selection of Organization Leadership

### Section 1 – Executive Board Member Election Criteria:

The Internal Executive Board Members include the President, Internal Vice-President, External Vice-President, Treasurer, and Secretary. Qualification for becoming an Internal Executive Board Member entail serving as an External Executive Board Member for at least one academic semester.

The External Executive board members include the Social Events Coordinator, Wellness Chair, Intramural Chair, Freshman Outreach Chair, Professional Events Coordinator, Mentorship Chair, Webmaster, Marketing Chair, and Fundraising Chair. Qualification for becoming an External Executive Board Member (excluding the Freshman Outreach Chair Position) entail participating as a General Body Member for at least one academic semester.

Current Executive Board Members can run for an open position in the middle of their current term, but the position that they currently hold will also open for election.

### Section 2 – Executive Board Member Responsibilities:

Executive Board Members are elected to serve a 1-year term unless graduation, a co-op employment opportunity, or study-abroad plans prevents them from doing so. Executive Board Members are expected to attend all General Body Meetings and Executive Board Meetings and are highly encouraged to attend the AICHE National Conference in the fall. Typically, only Internal Executive Board Members attend the AICHE North Central Regional Conference in the spring, but exceptions can be made to include other

members (for example, including Regional Conference Chairs). Executive Board Members are required to fulfill all requirements of their position and stay on top of communications through Slack and/or email.

### **Section 3 – Executive Board Member Elections:**

Elections are held each semester, typically at the last 2-3 Executive Board Meetings of the semester. The current President promotes, collects materials for, organizes, and runs all elections. Before the election, candidates are required to submit a written application and single presentation slide typically with information about themselves, their qualifications, and their ideas for the position. Candidates present this slide in a ~5-minute presentation followed by ~5 minutes for questions from the current Executive Board Members.

If up for election, the Presidential election is conducted and voted upon first. Then an election for the other available Internal Executive positions (External Vice-President, Internal Vice-President, Treasurer, and Secretary) is run and voted upon. Lastly, an election for the available External Executive Positions (Social Events Coordinator, Wellness Chair, Intramural Chair, Freshman Outreach Chair, Professional Events Coordinator, Mentorship Chair, Webmaster, Marketing Chair, and Fundraising Chair) is run and voted upon.

After each election round, the President will send a ballot to the current Executive Board Members to be voted upon within the next 24 hours. If a tie for a position occurs and all votes are not evenly split between the tied candidates, a revote will be conducted to break the tie. If there is an even number of Executive Board Members and all votes are split between the two candidates, the candidates will present to the chapter's advisor who will break the tie.

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

### **Section 1 – Chapter Advisor**

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 is required to complete advisor training every two years and submit approval of the organization's registration (including organization goals and the constitution) every year. Additionally, the advisor may be called upon to break ties in the election of an Executive Board Member, provide guidance in the case of General / Executive Member ejection, review the organization's yearly budget, mediate cases interpersonal conflict, and support General / Executive Members to fulfill the goals of the organization.

### **Section 2 – Advisory Board**

The AIChE Ohio State advisory board is comprised of members of the Chemical Engineering Department faculty. Advisory Board Members are expected to attend the bi-semesterly Advisory Board Committee Meetings organized by the President and to oversee and provide guidance on the activities and goals of the organization, ensuring they align with the AIChE Mission Statement.

## ***Article X: AIChE Bank Account and Venmo***

**Section 1 – Bank Account:**

The AIChE OSU bank account is to be managed by the Treasurer with supervision of the President. The Treasurer and President have access and hold debit cards and 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, the Faculty Advisor, or the Department Chair may request a copy of the monthly bank statements at any time to monitor fundraising and spending on the bank account. All changes to the bank account balance will be reflected in the Treasurer's budget/tracking/fundraising sheet. 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.

**Section 2 – Venmo:**

As with the bank account, the AIChE OSU Venmo account is to be managed by the Treasurer with supervision of the President. The Venmo account is connected to the AIChE Bank account. Most reimbursements are done using the Venmo account.

***Article VIII: Method of Amending Constitution*****Section 1 – Amending the Constitution:**

The Constitution may be amended by three fourths vote of the Executive Board. The proposed amendment must be presented in writing with the proposed addition / change and reasoning to the board before a vote is conducted.

***Article IX: Method of Dissolution of Organization Requirements*****Section 1 – Amending the Constitution:**

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 Chair. 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.



Year	Term	Position	Name
<b>2017</b>	<b>Spring</b>	<b>President</b>	<b>Michael Jindra</b>
2017	Spring	Internal Vice President	Tori Krebs
2017	Spring	External Vice President	Courtney Prebul
2017	Spring	Treasurer	Thomas Menker
<b>2017</b>	<b>Fall</b>	<b>President</b>	<b>Tori Krebs</b>
2017	Fall	Internal Vice President	Eric Collins
2017	Fall	External Vice President	Courtney Prebul
2017	Fall	Treasurer	Thomas Menker
<b>2018</b>	<b>Spring</b>	<b>President</b>	<b>Thomas Menker</b>
2018	Spring	Internal Vice President	Eric Collins
2018	Spring	External Vice President	Stiphany Tieu
2018	Spring	Treasurer	Taylor Cochran
<b>2018</b>	<b>Fall</b>	<b>President</b>	<b>Thomas Menker</b>
2018	Fall	Internal Vice President	Mike Petrecca
2018	Fall	External Vice President	Stiphany Tieu
2018	Fall	Treasurer	Taylor Cochran
<b>2019</b>	<b>Spring</b>	<b>President</b>	<b>Stiphany Tieu</b>
2019	Spring	Internal Vice President	Mike Petrecca
2019	Spring	External Vice President	Leah Soppi
2019	Spring	Treasurer	Taylor Cochran
<b>2019</b>	<b>Fall</b>	<b>President</b>	<b>Josie Miller</b>
2019	Fall	Internal Vice President	Siena Veurink
2019	Fall	External Vice President	Jacob Belding
2019	Fall	Treasurer	Matthew Greenwaldt
<b>2020</b>	<b>Spring</b>	<b>President</b>	<b>Josie Miller</b>
2020	Spring	Internal Vice President	Siena Veurink
2020	Spring	External Vice President	Anjali Tewari
2020	Spring	Treasurer	Alec Pellicciotti
<b>2020</b>	<b>Fall</b>	<b>President</b>	<b>Matthew Greenwaldt</b>
2020	Fall	Internal Vice President	Siena Veurink
2020	Fall	External Vice President	Benjamin Carpenter
2020	Fall	Treasurer	Jessica Srail
<b>2021</b>	<b>Spring</b>	<b>President</b>	<b>Matthew Greenwaldt</b>
2021	Spring	Internal Vice President	Siena Veurink
2021	Spring	External Vice President	Benjamin Carpenter
2021	Spring	Treasurer	Jessica Srail
<b>2021</b>	<b>Fall</b>	<b>President</b>	<b>Matthew Greenwaldt</b>
2021	Fall	Internal Vice President	Elizabeth Ostadali
2021	Fall	External Vice President	Benjamin Carpenter
2021	Fall	Treasurer	Jill Feilen
<b>2022</b>	<b>Spring</b>	<b>President</b>	<b>Ben Carpenter</b>
2022	Spring	Internal Vice President	Lilly Vagedes
2022	Spring	External Vice President	Lauren Kinsey
2022	Spring	Treasurer	Victoria Ostrow
<b>2022</b>	<b>Fall</b>	<b>President</b>	<b>Elizabeth Ostadali</b>
2022	Fall	Internal Vice President	Lilly Vagedes
2022	Fall	External Vice President	Lauren Kinsey

2022	Fall	Treasurer	Victoria Ostrow
<b>2023</b>	<b>Spring</b>	<b>President</b>	<b>Elizabeth Ostadali</b>
2023	Spring	Internal Vice President	Sarah Porter
2023	Spring	External Vice President	Emily Wiegand
2023	Spring	Treasurer	Zac Gemmer
<b>2023</b>	<b>Fall</b>	<b>President</b>	<b>Elizabeth Ostadali</b>
2023	Fall	Internal Vice President	Sarah Porter
2023	Fall	External Vice President	Mason Hammer
2023	Fall	Treasurer	Zac Gemmer
<b>2024</b>	<b>Spring</b>	<b>President</b>	<b>Victoria Ostrow</b>
2024	Spring	Internal Vice President	Natalie Jones
2024	Spring	External Vice President	Matt Mileski
2024	Spring	Treasurer	Michael Tomechko
<b>2024</b>	<b>Fall</b>	<b>President</b>	<b>Sarah Porter</b>
2024	Fall	Internal Vice President	Natalie Jones
2024	Fall	External Vice President	Mason Hammer
2024	Fall	Treasurer	Michael Tomechko
2024	Fall	Secretary	Laura Benson