

The Constitution of ChemE Car at The Ohio State University

Article I - 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. If it is made known to other members of the organization that a member violates one or more facets of this policy, they shall be asked to not return to future organization meetings.

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 of any of the property in our CBEC 051 lab space or off another member in the organization. Further if a member is harassing other members, or members of

other organizations 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 faculty 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.
 - a. If there are no volunteers for an open position,
 - i. The person currently holding that position will be asked to stay in that position for the following year.
 - ii. 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 five minutes to make a statement.
 - a. 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.
 - a. 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. 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, and creating the monthly newsletter. The Secretary is also responsible for recruitment and student involvement in the club.
5. *Fuel Cell Car Team Lead* – leads committee meetings, keeps track of next steps and progress of car. Facilitates task delegation to team members.
6. *Pressure Car Team Lead* — leads committee meeting keeps track of next steps and progress of car. Facilitates task delegation to team members.

Article IV - Executive Committee

The Executive Committee of ChemE Car will be composed of the President, Vice President, Treasurer, Secretary, Fuel Cell Car Team Lead, and Pressure Car Team Lead.

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. Pressure Car Committee
 - a. Constructs and tests a vehicle powered by a chemical reaction that produces pressure to generate mechanical power. Members are expected to document and contribute to the project.
2. Fuel Cell Car Committee

- a. 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 Wednesdays at 6pm in CBEC Basement.

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 2024-2025. The Constitution will be updated with these new by-laws by the end of Autumn Semester 2025.

Constitution Rev. 11/07/2024