

# Chemical Engineering Car Project Team

## Student Organization Constitution

### **ARTICLE I. NAME OF ORGANIZATION**

Chemical Engineering Car Project Team

### **ARTICLE II. ORGANIZATION PURPOSE**

The Chemical Engineering Car Project Team, also referred to as ChemE Car, is an undergraduate student project team in the Chemical Engineering Department. The students work to research, design, build, and test a small-scale car that is propelled, controlled, and stopped by a chemical reaction to compete at the regional and national competitions hosted by The American Institute of Chemical Engineers.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Chemical Engineering Car Project Team *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Chemical Engineering Car Project Team *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

Chemical Engineering Car Project Team *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility and Timeline**

Members of ChemE Car must be an undergraduate students at The Ohio State University. These members will have voting power within the Chemical Engineering Car Project Team. The Chemical Engineering Project Team is open membership, therefore members can join at any point during the semester. New members typically join at the beginning of the fall semester when new teams form, or at the beginning of spring semester when we prepare for regionals.

### **Section B. Member Selection**

Any interested student can join by becoming a member of the team's official **Discord server**. This is the primary step to express interest, get involved, and receive all communications about meetings, sub-team projects, and upcoming events.

### **Section C. Membership Timeline**

Membership for the **Chemical Engineering Car Project Team** is open on a **rolling basis**, meaning students are welcome to join at any point during the academic year. However, the ideal time for new members to get involved is at the **beginning of the fall semester**. Joining in the fall allows students to participate in the entire project lifecycle, from initial design and construction to final testing, in preparation for the annual regional conference in **April**. While fall is recommended, the team always welcomes new members who are eager to contribute, regardless of when they join.

### **Section D. Member Removal**

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 also grounds for removal. The decision-making process for removal is as follows:

1. Detailed written justifications for removal must be submitted to the Executive Committee, including both the president and faculty advisor.
2. The Executive Committee will review the justification and may hold a meeting with the individuals involved to discuss the matter.
3. A vote will be held by the Executive Committee to decide on the removal. A two-thirds majority vote is required to remove a member. The faculty advisor will be present as a non-voting consultant during this process.
4. If removed, a member has the right to petition to higher university authorities.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The primary advisor and co-advisors for the Chemical Engineering Car Project Team is a faculty member who serves as a **mentor and guide** to the student organization, ensuring it remains student-directed while providing support for its development and continuity. Core responsibilities include fulfilling all university compliance duties, such as completing mandatory trainings and submitting annual online approvals for the organization's registration, goals, and funding requests. The advisor provides guidance by attending meetings, consulting on the budget, and helping students with conference related questions. In their role as liaison between the team and AIChE, the advisor is also responsible for working with the students to **obtain annual funding**.

### **Section B. Advisor Term**

Advisors are expected to serve a **one-year term**, a structure that aligns with the team's annual project cycle of designing, building, and competing.

### **Section C. Advisor Selection**

The advisors for the Chemical Engineering Car Project Team must be a faculty member within the William G. Lowrie Department of Chemical and Biomolecular Engineering. The selection process is managed by the Executive Committee. When a new advisor is needed, the Executive Committee will identify and contact eligible faculty members to gauge interest. Interested candidates will be invited to a team meeting to meet the members. Following the meeting, the Executive Committee will vote to select the new advisor. A simple majority vote of the Executive Committee is required to finalize the selection.

### **Section D. Advisor Replacement**

In the event of an advisor's resignation or removal, the responsibility for finding a replacement falls on the President and Vice President, who will lead the Executive Committee in the search. They are tasked with leading the search and selection process to find a suitable successor from within the William G. Lowrie Department of Chemical and Biomolecular Engineering. The replacement process will follow the selection procedure outlined in Article V, Section C, concluding with a simple majority vote by the Executive Committee to approve the new advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

1. *President* - Responsible for the overall organization, making arrangements for competitions, working with the faculty advisor, holding meetings for the officers as well as the team as whole. The president also serves as a link between different parts of the Chemical Engineering Car Project Team.
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. *Car Team Lead(s)* – Leads committee meetings, keeps track of next steps and progress of the car. Facilitates task delegation to team members.
6. *Safety Lead* – Make sure proper safety protocols are followed during lab hours and manages the EDP for submission for competitions.
7. *Ambassador* – Handles recruitment and social media platforms for the club as well as managing sponsorships.

## **Section B. Officer Eligibility**

With the exception of the President, you do not need to be a current member of the Chemical Engineering Car Project Team to run for office.

## **Section C. Officer Selection Process**

Officers are chosen at the end of the school year for the following school year. All active, voting members of the Chemical Engineering Car Project Team present at the election meeting are eligible to vote. The selection process is as follows:

1. All terms are for the next calendar year only.
2. An open officer position will be announced, and volunteers for the position will be taken.
3. Each candidate will be allowed five minutes to make a statement, though this step may be skipped if the current 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; this step may also be skipped if the current President deems it unnecessary.
5. After the Q&A, candidates will exit the room and a vote will be taken by a show of hands among all present, non-candidate members.
6. If there is a tie, there will be a re-vote involving only the candidates who tied.
7. If a tie persists after the re-vote, the outgoing Executive Board will deliberate and cast a final deciding vote. A simple majority vote within the outgoing board is required to break the tie.

## **Section D. Officer Removal**

An officer may be removed from their position for unsatisfactory performance, which includes, but is not limited to, failure to perform the duties outlined for their position, violation of university policies, or actions that harm the organization's integrity or safety. The process for removal is as follows:

1. A written petition signed by at least two other officers must be submitted to the Executive Board and the Faculty Advisor, detailing the reasons for the removal request.
2. A special meeting of the Executive Board will be called. The officer in question will be given the opportunity to respond to the petition.
3. A vote for removal will be conducted among the other officers. A two-thirds majority vote is required to remove the officer from their position.

In the event of an officer vacancy due to removal, resignation, or ineligibility, the remaining Executive Board members will decide by a simple majority vote to either hold a special election following the procedures in Article VI, Section C, or to appoint an eligible member to fill the vacancy for the remainder of the term.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The process to consider dissolution may be initiated by a majority vote of the Executive Board, a petition signed by at least 50% of active members, or by directive from the organization's advisors or the Student Activities Board in cases of misconduct, noncompliance, or inactivity.

### **Section B. Dissolution Procedures, including Assets and Debts**

In the event of dissolution, the final acting Executive Board is responsible for ensuring all of the following procedures are completed in a timely manner. The Treasurer, in particular, is responsible for completing the financial reports and overseeing the disposition of assets and debts, with oversight from the President and Faculty Advisor.

1. **Notification and Documentation:** The Executive Board must notify the Student Activities Board and submit any required forms , provide meeting minutes documenting the dissolution vote , and submit a final financial report detailing all outstanding debts and assets.
2. **Disposition of Assets and Debts:** All outstanding debts must be paid in full before formal dissolution. Any remaining assets must be transferred to the Chemical Engineering Department. The organization is prohibited from leaving debts to The Ohio State University or any of its entities.
3. **Bank Accounts and Access:** Any organizational bank accounts must be closed, and funds must be distributed as described above. All access to financial accounts, digital platforms, and space reservations must be formally relinquished.
4. **Record Archival:** Final copies of governing documents, meeting minutes, and financial statements must be archived with the organization's advisor or submitted to the Student Activities Office

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

Proposed amendments to the Chemical Engineering Car Project Team 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 the Chemical Engineering Car Project Team, subject to final approval of the Advisor.