

Constitution of the Princeton University Chapter of the American Institute of Chemical Engineers

Article I: Name

The official name of this organization shall be the Princeton University Student Chapter of the American Institute of Chemical Engineers. Its alternate name shall be Princeton AIChE.

Article II: Purpose

The objectives of this chapter shall be (1) to promote the professional development of its members by its programs and by its relations with other Student Chapters and with the parent body, the American Institute of Chemical Engineers; and (2) to contribute to the development of chemical engineering at Princeton University through activities involving the faculty and student members.

Article III: Membership

Any student enrolled in Chemical Engineering at Princeton University shall be eligible for membership. Students enrolled in related engineering or scientific courses may be declared eligible for membership by a simple majority vote of chapter members. Such vote shall be considered as applying to all members of such groups rather than to individuals.

Article IV: Officers

To direct the activities of the chapter, the following officers and committee members shall serve for the entire academic year: President, Vice President-AIChE, Vice President-Society for Biological Engineers (SBE), Treasurer, Secretary, Class Representatives, and Program Committee. The officers shall have held a chapter membership for at least one semester before being elected; however, not more than half the Program Committee shall be seniors.

Article V: Amendments to the Constitution

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter. Amendments shall not be proposed and adopted during the same meeting. Adoption of an amendment shall be by three-fourths vote of all members attending a later general body meeting.

Bylaws to the Constitution

I. Officer Meetings

Attendance of officer meetings is required of all Class Representatives, all Program Committee members, the President, Vice Presidents, Secretary, and Treasurer. Chairperson attendance is not generally required, but they may attend at their own discretion or the discretion of their immediate Director. The conduct of each meeting shall conform to a generally recognized procedure, the following being hereby adopted:

- (1) Approval of the last meeting's minutes
- (2) Unfinished Business
- (3) Committee Reports
- (4) New Business
- (5) Special Business

II. Duties of Officers

II.1 President

The President shall be the chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairman of the Program Committee.

II.2 Vice President(s)

The Vice President(s) shall assist the President in the performance of his duties and shall preside at the meetings of all other committees. The vice president shall preside at meetings of the chapter in the absence of the President.

II.3 Secretary

The Secretary shall keep a record of all officer and general body meetings. He shall preserve all papers relating to the affairs of the chapter and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the President for, and promptly submit all formal or informal reports requested by the Chapter Advisor or the officers of the Student Chapters Committee.

II.4 Treasurer

The Treasurer shall keep adequate financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. Upon request of the President he shall present an oral financial report at any meeting of the chapter. He shall present a complete and final written report at the last meeting of each school year, and at that time he shall deliver to his successor all chapter records and funds in his/her possession. He shall preside at meetings of the chapter in the absence of the President and Vice-President.

II.5 Class Representatives

The Class Representatives shall be liaisons between council and their class members. The sophomore and junior classes shall each elect one Representative. Representatives also work with the Program Committee to plan class-specific events.

II.6 Program Committee

The Program Committee shall be responsible for planning and arranging for the various activities of the chapter.

III. Program Committee

The Program Committee is composed of several Program Committee Directors. The Directors and their duties are:

III.1 Professional Development Director

Promote professional and career development through the set up, organization, and advertisement of company information sessions and career workshops.

III.2 Fundraising Director

Provide the organization with funding for events. This is typically done by creating/designing products for fundraising and running other fundraising events.

III.3 Outreach Director

Promote chemical engineering awareness within the major, on the Princeton campus, and in the greater Princeton area.

III.4 Social Director

Organize and run social events designed to promote intra-class, interclass and professor/student interaction. The social director is also responsible for organization of social events with other Student Chapters.

IV. Dues

Membership shall be free to all students qualifying according to Article II of the Constitution.

V. Election of Officers

V.1 Timing

Election for the following year of the officers listed in Article IV shall take place during the February general body meeting of each school year. Newly elected officers will take office at the March general body meeting.

V.2 Nominations

Nomination for all elected positions shall be open until the vote for that position occurs. Nominations for Officer and Director positions can be made by any member, but nominations for Class Representative positions can only be made by members who are in the same class. Members may be nominated for multiple positions, but may only hold a single position.

V.3 Voting

Voting shall occur during the February general body meeting. All elected positions shall be voted on one at a time and the results reported before closing nominations on the next position. The positions shall be voted upon in the following order by all members:

- (1) President
- (2) Vice President-AICHe
- (3) Vice President-SBE
- (4) Treasurer
- (5) Secretary
- (6) Junior Class Representative
- (7) Sophomore Class Representative

V.4 Selection of Program Committee Directors

The newly elected Officers and Representatives shall meet within two weeks of elections to determine which Director positions—in addition to those mentioned in III—shall exist for the coming year. Within three weeks of elections a written description of all Director positions shall be sent to the membership, and a written application for each position shall be made by all interested members. Members may apply to multiple positions but may only hold a single position for a given term. Within one month of elections Director appointments shall be made by a consensus of the newly elected Officers, under the advisement of the newly elected class Representatives by means of consensus. Further appropriate Director positions can be created later if deemed necessary by the above-mentioned consensus. Any vacancies in Director positions that occur before the fulfillment of their duties shall be filled within 2 weeks, or earlier if appropriate, by the process above.

V.5 Vacancies

Any vacancies in Officer, Representative, or Director positions which occur before the end of the yearly term shall be filled by means of a special election conducted in the manner specified previously.

VI. Amendments to the Bylaws

Amendments to the Bylaws shall be proposed and adopted by the procedure specified in Article V of the Constitution.