

# *CONSTITUTION AND BYLAWS*

*UNIVERSITY OF HOUSTON STUDENT CHAPTER*

*OF THE*

***AMERICAN INSTITUTE OF CHEMICAL ENGINEERS***

As Amended June 2025

## **CONSTITUTION**

### **Article I – Name and Objectives**

The name of this organization shall be the University of Houston Student Chapter of the American Institute of Chemical Engineers and known simply as the American Institute of Chemical Engineers (AIChE). The objectives of this organization shall be:

- To promote the professional development of its members through its programs and by its relations with its own members, faculty, with other organizations and student chapters and with the parent body, American Institute of Chemical Engineers
- Establish a professional standard of conduct and draw its members from those who subscribe to this standard
- To contribute to the development of chemical engineering at the University of Houston through activities involving the faculty and all classes of student members
- To promote membership through various activities with the organization and provide forums where its members may meet with their colleagues to discuss mutual interest and problems
- To network with professionals in industry and academia.

### **Article II – Membership**

#### *Section 1: Eligibility*

Any graduate or undergraduate student enrolled at the University of Houston shall be eligible for membership.

## *Section 2: Member Status and Benefits*

All members will be entitled to the following benefits:

- Opportunity to participate in Chapter sponsored activities
- Voting privileges in elections
- Access to a determined set of files kept by the Chapter
- Access to the facilities and services provided therein by the Chapter.
- Eligibility to attend both regional and national conferences

## *Section 3: Dues and Rewards*

The amount of the annual membership fee will be decided by majority vote of Chapter officers. The annual dues of the chapter shall be paid on or before the first meeting of December and are to be used by the Chapter to aid in covering the Chapter's operating expenses. Chapter officers are not exempted from paying dues. Half of the amount may be paid per semester as an option to the full year of membership.

Members will get rewards for their participation. The details of the reward system will be determined by the President and will be subject to change.

## **Article III – Officers**

To direct the activities of the chapter, the following officers shall serve for the entire school year starting from the beginning of fall semester and ending at the end of the spring semester. The preceding summer will be included in the entire school year

- President
- Vice-President Internal
- Vice-President External
- Treasurer
- Social Director
- Secretary

- Social Media Director
- Mentorship Director
- Outreach Director
- Events Coordinator
- Representative
- Project Director

Duties for each officer are outlined in the By-Laws and all rules given in the constitution are to be adhered to.

The President, Vice-President Internal, Vice-President External, and Treasurer shall collectively be referred to as the Executive Board.

Any officer can create committees to assist in their duties, or to add additional opportunities for AIChE. Such committees require approval of the Executive Board, and must be chaired by the officer who created them.

#### **Article IV – Election of Officers**

##### *Section I: Elections*

Election of the officers listed in Article IV for the following school year shall take place late spring semester.

Nominations for officers shall be taken at least two weeks prior to the election in AIChE facilities through proper documentation determined by the President. Members who wish to run for a position are able to nominate themselves. Choice between candidates shall be made by ballot and all of the ballots will be counted immediately after the elections have taken place in the presence of the advisor and/or any other faculty member.

In order for an election to be considered valid if the attendance at an election meeting is at least the average attendance for the term in which the election is carried out. The election format and logistics is left to the discretion of the President.

## *Section II: Officer Eligibility*

Any person who wishes to run for a position must be a member of AIChE, must be a student at the University of Houston, and must be in good standing in their college. Any and all members wishing to run for an officer position may be required to show proof of their eligibility by presenting a copy of their unofficial transcript to the chapter advisor for approval.

Nominees for the office of the executive board must have served on the officer board in the term preceding their nomination.

### **Article V – Amendments to the Constitution**

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter. All officers and representatives will vote to either proceed or stop the amendment process. In the absence of representatives, officers' votes will be adequate.

Adoption of an amendment shall be by three-fourths vote of all members attending a later regular business meeting, provided that such three-fourths majority shall include the average number of members that attend general meetings.

### **Article VI – Custody of the Constitution and By-Laws**

All officer board members, Sponsors, and the College Chairman shall maintain a copy of the current Constitution. Any Chapter member may request a copy of the Constitution from any board member and will also be available for viewing through the Chapter website. A signed, up-to-date copy of the constitution shall be kept on file in the Chapter's office.

It shall be the policy of the Board to review the Constitution and Bylaws at the beginning of the spring semester and propose any changes to the general body.

Each of the above shall promptly deliver his copy to his/her successor.

### **Article VII – Anti-Hazing Clause**

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do

not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the University's Hazing Policy please visit the Student Life Policies section of the University of Houston Student Handbook.

**Article VIII – Non-Discrimination Clause**

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

## BY-LAWS

### Article I – Procedure

The conduct of each meeting shall conform to a generally recognized “Rules of Order procedure”, the following being hereby adopted: Robert’s Rules of Order.

### Article II – Duties of Officers

The President shall be chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairman of the program Committee and as an ex-officio member of all other committees. The chairman shall appoint all committees subject to the approval of the members of the chapter.

The Vice-President External shall assist the President in all of his duties and serve as a direct source of communication to company sponsors while organizing any/all necessary involvement outside the University of Houston jurisdiction.

The Vice-President Internal shall assist the President in all of his duties and preside at meetings of the chapter in the absence of the President. The Vice President Internal shall serve as direct supervisor to any/all involvement within the University of Houston’s jurisdiction. This includes but is not limited to reserving meeting facilities, coordinating with the Treasurer for budget, and overseeing internal operations.

The Secretary shall keep a correct record of all meetings in parliamentary form. He or she shall preserve all papers relating to the chapter’s affairs, and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the Chairman for, and promptly submit all formal or informal reports requested. He or she shall preside at meetings of the organization in the absence of the President and Vice-President.

The Treasurer shall collect all dues and assessments promptly. He or she shall keep adequate financial records and permit their inspection by any other officer of the chapter or by the Sponsor upon request. Upon request of the President, he or she shall present an oral financial report at any meeting of the chapter. He or she shall present a complete and final written report at the last meeting of each school year, at which time he or she shall deliver to his successor all chapter records and funds in his possession.

The Social Media Director shall be responsible for being at all events and recording events through any possible media. Any images, video or other media that are used for this purpose will be kept at AIChE facilities for viewing by all members and will also be given to the webmaster for uploading on the website. They shall be responsible for publicizing all AIChE meetings, socials, and all other events, as well as updating the display cases.

The Social Director shall be contributing to all AIChE meetings, socials, and other events. They will also be responsible for planning multiple social events and are in complete charge of our raffle nights in both the fall and spring semesters.

The Outreach Director shall be responsible for coordinating volunteering opportunities for members, including the after-school University of Houston Charter School program. They will also be responsible for any other outreach events such as Cat's Back, STS events and EAA events, etc.

The Mentorship Director shall be responsible for coordinating the mentorship program offered to the University of Houston chapter. This includes but is not limited to, organizing Mentor and Mentee events with Vice President Internal, pairing Mentors/Mentees, and training Mentors.

The Events Coordinator shall be responsible for coordinating the socials, professional development and volunteering events in collaboration with other officers of the University of Houston Chapter. They will be responsible for maintaining relations with the social, outreach, and mentorship chair to ensure success for all planned events.

The Projects Director shall be responsible for coordinating large scale projects that the organization undertakes such as the Bee-A-Chem-E program at the University of Houston chapter. Other events may include end of year banquet and intra mural tournament.

The Representative shall be tasked with marketing the organization and growing and maintaining our student member population. They are also required to present at showcase events such as Cat's Back to garner interest.

### **Article III – Impeachment**

#### *Section 1: Impeachment Process*

If an officer board member is found to be acting in their position in a way which may be defined as extraordinarily detrimental to the objectives of the Chapter or to be guilty of crimes and/or misdemeanors during their time of service as an officer or fail any requirements set forth in Article III, the Chapter may begin procedures for impeachment amongst the officer board. A formal impeachment of an officer may be rendered through the signing of a majority of officer board members to a written statement detailing the causes for impeachment or by a similar petition signed by ½ of the membership of the Chapter.

To remove an impeached board member from a board position, the signing board members must present the impeachment statement to a general meeting of the membership and receive 2/3 majority vote from the membership in favor of removal from the position. The vote shall be done through a secret ballot. The membership in this case includes all officer board members and both paid and paid active members. The impeached board member shall be informed of the impeachment with adequate

time before its presentation, and allowed to speak against the impeachment at the event and is allowed to vote. Impeached board members unwilling to speak against impeachment shall submit a resignation and thereby be removed from the officer board position, thus creating a vacancy.

### *Section 2: Officer Vacancies*

To address the vacancy, nominations will be made to fill the vacant position in question and the candidates running for the position will be elected by a simple majority vote from the remaining officers considering that ½ of the total members are present. In case the President is impeached, the vice president will take the vacancy and the vacant position in question would be the Vice Presidency. The same steps will be taken hereafter for the vacant position.

In the unusual event that a position is left vacant, the President will have the authority to temporarily by-pass official election processes and choose interim officers which must be approved by a simple majority vote of the remaining officers. The decision will then be announced to the members who will then vote on the changes. The changes will be made official when the members vote and approve the new officers by a simple majority vote to make the new officers an official part of the executive board.

### *Section 3: Member removal*

The officer team reserves the right to ban/remove members from our meetings. Banned members have no eligibility for refund on their membership dues. This may take place if someone is behaving inappropriately and/or disruptive to the AIChE community. Pending approval from the chapter advisor and a majority officer vote, a member can be removed from the club. Appeals for this ban can be made by submitting a request to the chapter advisor the next academic year.

## **Article IV – Assessments**

Assessments for any specific purpose may be levied by a two-thirds vote of the members attending any regular meeting of the chapter, providing such two-thirds majority shall include at least half of the members of the chapter.

## **Article V – Expenditures**

Appropriate authorization shall be made by the President and the Sponsor for the Treasurer to obtain funds for chapter expenditures.

## **Article VI – Amendment to the By-Laws**

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

