

Constitution of the New Mexico State University American Institute of Chemical Engineers Student Chapter

Article I- Name

The name of this organization shall be the New Mexico State University Student Chapter of the American Institute of Chemical Engineers.

Article II- Objectives

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; (2) to contribute to the development of Chemical Engineering Department at New Mexico State University through activities involving the faculty, student members, and K-12 students; (3) to provide networking experiences between under and upper-classmen in order to supply a more cohesive and comforting academic environment; and (4) to keep in close communication with our Sister Chapter allowing members to get acquainted with different cultures and customs while preparing for the global environment they will enter upon graduation.

Article III- Membership

Any student enrolled in the Chemical Engineering Department at New Mexico State 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 the Chemical Engineering Department 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, President-Elect, Treasurer, Secretary, Fundraising Executive, Food Committee Chair, Activities and Socials Chair, Community Service Chair, Historian, Class Representatives, Intramural Sports

Chair, E-Council Representatives, and Honorary Pre-Med Liaison. The President and Treasurer shall have held a Chapter membership for at least one complete semester (the current semester counts) before being elected. President and President-Elect may not hold a President or Vice President seat in any other organization at New Mexico State University. Individuals may not hold more than one (1) seat in office in NMSU AIChE.

Article V- Election of Officers

Election for the following school year of the officers listed in Article IV shall take place no later than the next to last meeting of each academic year. Nomination for President-Elect shall be by passed by a motion following Robert's Rules of Order. Choice between the two candidates receiving the first and second largest number of nominating ballots shall then be made by written ballot. The remaining officers shall be elected by the same procedure in the order in which they are listed in Article IV. Any vacancies in officers shall be filled by means of a special election conducted in the manner specified previously before the end of school year or immediately after the start of the next. In the event that an individual is nominated for multiple offices, once that person has been elected into the first position their name shall be forfeited from all other positions following.

Article VI- Amendments to the Constitution

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter. Adoption of an amendment shall be by three-fourths vote of all members attending a later regular meeting, provided that such three-fourths majority shall include at least half the members of the chapter.

Article VII- Custody of the Constitution and Bylaws

One copy of the Constitution and Bylaws shall be in the possession of all officers, as listed in Article IV. One copy of the Constitution and Bylaws shall be in the possession of the Advisor of the Chapter. One copy of the Constitution and Bylaws shall be in the possession of the Staff Associate for the permanent files for the American Institute of Chemical Engineers. Each of the aforementioned officers shall promptly deliver his/her copy to his/her successor.

Bylaws

Article I- Procedure

Except as specifically designated by the Constitution and Bylaws of the New Mexico State University Student Chapter of the American Institute of Chemical Engineers, Robert's Rules of Order shall govern all procedures during meetings of the organization.

An agenda shall be made available at the beginning of each meeting; the suggested orders of business shall be:

1. Call Meeting To Order
2. Sign In Sheet
3. Reading And Approval Of Previous Minutes (revise if necessary)
4. Committee Reports
5. Old Business
6. New Business
7. Announcements
8. Advisor Announcements
9. Other
10. Adjournment

Recognition

1. All persons must be recognized by the chair before speaking
All questions must be directed to the chair unless permission is granted by the chair for a question to be directed to a member of the body.

Article II- Duties of Officers

The *President* shall:

1. Be the chief and executive officer of the chapter;
2. Preside at all meetings;
3. He/she shall work with the Department Head of Chemical Engineering in the selection of the Faculty Advisor of the American Institute of Chemical Engineers;

4. Be able to convene the members of AIChE in either regular or special sessions;
5. Supervise the activities of all elected and appointed officers;
6. Complete and submit the Annual Student Chapter Report.

The *President-Elect* shall:

1. Assist the *President* in the performance of his/her duties;
2. Preside at meetings or events in the absence of the *President*;
3. Coordinate games and icebreakers at meetings;
4. Coordinate demonstrations when necessary;
5. Coordinate the ordering and sending of thank you plaques/letters to donors;
6. Assist the *President* with the Annual Student Report;
7. Assist the *President* with the Outstanding Student Chapter application.

The *Secretary* shall:

1. Keep a record of all meetings in parliamentary form (minutes);
2. He/she shall preserve all papers relating to the affairs of the chapter in both paper and electronic form; He/she shall deliver the same promptly to his/her elected successor;
3. Prepare and obtain the written approval from the *President*, and promptly submit all formal and informal reports requested by the Chapter Advisor(s);
4. Be responsible for a file of all the chapter's records, correspondence, and proceedings in chronological order.
5. Maintain records of attendance at meetings, events, community service, etc.
 - a. Including calculating a minimum active membership point threshold
 - b. Maintain and update an ongoing points system;
6. Maintain current records of the points awarded to each member for various chapter activities, etc..

The *Treasurer* shall:

1. Collect all dues and assessments promptly;
2. Keep adequate and current financial records, and permit their inspection by any other officer of the chapter, or by the Advisor upon request;
3. Be familiar with all ASNMSU financial procedures (including attendance of Financial Procedures Workshop offered by NMSU Campus Activities);
4. Upon request of the *President*, he/she shall present an oral financial report at any meeting of the chapter;
5. Present a complete and final written report at the last meeting of each calendar year, and at the same time shall deliver to his/her successor all chapter records and funds in their possession;
6. He/she shall preside at meetings of the chapter in the absence of the *President* and *President-Elect*.

The *Fundraising Executive* shall:

1. Coordinate all fundraising activities
 - a. Kettlecorn Fundraising
 - i. Kettlecorn Subcommittee
 1. Form subcommittee by providing a sign-up sheet, hard copy, at all Chapter meetings, and electronic on Facebook site coordinated with the Historian;
 2. Coordinate scheduling of fundraising day(s);
 3. Coordinate production and distribution of Kettlecorn fundraising flyer with Activities and Socials Chair;
 4. Coordinate shift scheduling of each subcommittee member (1 hour shifts; 1 point per 1 hour):
 - a. Ensure rotation and fair opportunity for members to earn points for involvement.
 5. Coordinate complete cleaning and proper storage of all Kettlecorn materials and supplies;
 6. Record each subcommittee members' time worked and report to Secretary to record points;
 - b. All other methods of raising funds for the Chapter.

The *Events Coordinator* shall:

1. Reserve the room for meetings and events each semester;
2. Reserve a van for travel when needed;
3. Be in charge of publicity for meetings;
 - a. Through flyers and coordinating Facebook invitations with the Historian;
4. Coordinate and plan at least three (3) social events per semester;
5. This includes completing an Activities Request Form for each social and/or event through Campus Activities.
6. Take attendance of each social event and provide copies to the *President*;
7. Be in charge of publicity for social events; including contacting class representatives.

The *Food Committee Chair* shall:

1. Order and pick up food and drinks for each meeting and/or event;
2. Submit receipts for reimbursement;
3. Coordinate with the Treasurer to help the chapter stay within budget for each meeting and event.

The *Community Service Chair* shall:

1. Coordinate and plan at least four (4) community service events per semester;
 - a. This includes completing an Activities Request Form for each social and/or event through Campus Activities unless told otherwise by Campus Activities.
2. Help maintain relationships with organizations after service has been completed;
3. Keep record of service events that had been conducted;
 - a. This includes completing a Community Service Project Form for each event through ASNMSU.
4. Provide paper and electronic copies of records to Secretary.

The *Historian* shall:

1. Take pictures at ALL meetings, events and socials;
2. Maintain the Facebook site (Nmsu Aiche)
 - a. Upload pictures to the Facebook site;
 - b. Create Facebook event and invitation for each meeting and event;
3. Maintain the che.nmsu.edu/AIChE site
 - a. Update Officer's info;
 - b. Upload meeting minutes;
 - c. Upload any other needed or requested files pertaining to NMSU AIChE.

The *Class Representatives* shall:

1. Advertise meetings and events to classmates;
2. Assist classmates with registering and renewing their National Membership of AIChE;
3. Assist President with acquiring 100% National Membership through class outreach;
4. Must possess a Facebook and maintain a class group;
5. Senior Class Rep shall gather information and create the senior board to be displayed during the spring semester.

The *Intramural Sports Chair* shall:

1. Be responsible for signing up AIChE in Intramural Sports leagues;
2. Update Facebook group of game times, etc..

The *E-Council Representatives* shall:

1. Be the main line of communication from E-Council to the Chapter and vice versa;
2. Attend all E-Council meetings and provide the President with an E-Council meeting agenda;
3. Provide updates of College of Engineering events.

The *Pre-Medical Liaison* shall:

1. Update the chemical engineering department head of any and all changes to pre-requisites required for entrance into medical school;
2. Advise the chemical engineering department head on the pre-medical track regarding alterations that need to be made on the track to keep it relevant and up to date;
3. Maintain and expand the pre-medical advisement document on the NMSU Chemical Engineering website;
4. Maintain and expand relationships with medical doctors in the Las Cruces area who are willing to accept NMSU Chemical Engineers as shadows;
5. Maintain and expand relationships with medical groups, nursing homes, and hospitals willing to accept NMSU Chemical Engineers as direct patient contact volunteers;
6. Maintain and expand relationships with professors at NMSU who conduct research and offer research experience to undergraduates;
7. Mentor the next pre-med liaison and pre-med chemical engineers on the medical school application process.

**Preference for this position shall be given to chemical engineers currently in the pre-med track, planning on attending medical school after graduation, or have already applied to medical school.*

Article III- Dues

The dues of the chapter are recommended to be \$15 per year, or \$10 per semester, payable at the second meeting of each semester or school year; to be determined depending on the financial standing of the chapter.

Article IV- Activities

The New Mexico State University Student Chapter of the American Institute of Chemical Engineers shall coordinate/participate in the following activities annually:

1. Welcome Back Ice Cream Social (beginning of each semester)
2. High/Middle School demos (2 per semester)
3. Engineers Week (February)
4. The Big Event (April)
5. Keep State Great (October)
6. Halloween Howl (October)
7. Dia de Los Muertos Party (October)
8. Holiday Potluck (December)
9. Class Olympics (April)
10. All other activities deemed necessary by the chapter.

Article V- Financial Bylaws: Point System

Members shall be awarded points for participation in the New Mexico State University Student Chapter of the American Institute of Chemical Engineers and its activities. The following point scale shall be used and can be changed by the Executive Board:

Officers:

President: Seven (7) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

President-Elect: Five (5) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) of community service events per semester.

Secretary: Three and a half (3.5) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

Treasurer: Three and a half (3.5) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

Fundraising Executive: Three and a half (3.5) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

All Other Officer Positions: Two and a half (2.5) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

Committee Chairs: Two (2) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events.

AIChE National Titles: Two (2) service points shall be awarded for holding office and fulfilling his/her duties to the satisfaction of the organization's members, officers, and advisors, and completing a minimum of two (2) community service events per semester.

Volunteer Work: One (1) service points shall be awarded to a current American Institute of Chemical Engineers National Member per hour of community service or volunteer work per semester.

Fundraising Activities: One (1) service point shall be awarded to a current American Institute of Chemical Engineers National Member per event of fundraising activity that he/she attends as part of an American Institute of Chemical Engineers event per semester.

Attendance: One half (0.5) service point shall be awarded to a current American Institute of Chemical Engineers National member per every meeting that he/she attends. One (1) service point shall be awarded to a current American Institute of Chemical Engineers National member per every committee meeting that he/she attends per semester.

Mentoring: Three (3) service points will be awarded to a current American Institute of Chemical Engineers National member who volunteers to be a mentor. Points will be awarded after the mentored students have completed a mentor evaluation and received at least three (3) out of five (5) “Yes” answers. Evaluations will be available in the American Institute of Chemical Engineers office (Jett Hall 282) and should be completed by the second to last general meeting of the semester and quantified by the *President, President-Elect, and Secretary*.

Additional service hours may be added or deducted at the discretion of the Executive Board. All changes in service hour totals must be approved by a simple majority vote of the Council.

The *President* shall be responsible for overseeing financial appropriations and checking to see that all appropriations are spent correctly.

The chapter shall abide by all ASNMSU laws and financial procedures with respect to moneys received from ASNMSU.

Article VI- National and Regional Conference Attendance

Conference Attendance and Budgets:

Below are recommendations for planning the budget for AIChE Conference attendance by NMSU AIChE (National and Regional Conference):

1. Three options to choose from by AIChE Officers board and voted on by two-thirds majority of Chapter members for each Conference
 - a. Option 1: Pay in full for maximum numbers of AIChE members
 - i. Top point earners are given option to attend
 1. Point tie breaker
 - a. Essay of why individual should be chosen to attend
 - b. Anonymous submission to Advisor(s) or ChE faculty
 - c. Top essay chosen by reviewer(s) for conference attendee
 - ii. Recommended for Conferences more than a 16 hour drive away
 - b. Option 2: Split cost with AIChE members
 - i. Anyone that has met a determined a point threshold can go
 - ii. "Active" membership
 1. National Membership and Local Dues paid
 2. Point threshold determined by average membership involvement
 - iii. Recommended for conferences less than a 16 hour drive away
 - c. Option 3: Eligible AIChE members pay in full themselves
 - i. Recommended when the conference is not economically feasible for NMSU AIChE
 - d. Important Items and Considerations
 - i. AIChE Presenters and Grant Winners
 1. Must earn 1.5 points less than the average point threshold, determined by Secretary according to the points analysis of Chapter activity of all members, to be considered for attendance/funding determined by Officers board and members
 - ii. Transportation Methods

1. Drivers
 - a. If drivers are needed NMSU AIChE will pay for attending member(s) (Undergraduate preferred) to acquire an NMSU drivers license
- iii. Items of Note
 1. Any AIChE National Member can pay their own way, however, our chapter to go as one unit;
 - a. Note: Those who pay their own way will be informed of travel arrangements during the conference.
 2. Freshman AIChE member attendance is recommended to be limited to Regional Conference with the fall semester as opportunity for freshman members to prove “active” membership

Article VII- Regional Conferences Hosted by NMSU AIChE

Below are recommendations to be administered by the NMSU AIChE Officers board in the fall semester of the academic year when NMSU AIChE student chapter is scheduled to host an AIChE Rocky Mountain Regional Conference in the spring semester:

1. Election of Conference Chairs:
 - a. Primary nomination of non-Officers
 - i. Following election process in Article V of the Constitution above
 - b. Secondary nomination of current Officers to take remaining Conference Chair positions
 - i. Following election process in Article V of the Constitution above
 - c. Recommended Chair positions include, but are not limited to:
 - i. Conference Chair(s)
 - ii. Conference Vice Chair(s)
 - iii. Financial Advisor
 - iv. Logistics Chair
 - v. Jeopardy Competition Chair
 - vi. Fundraising Chair
 - vii. Transportation Chair

- viii. Entertainment Chair
 - ix. ChE Car Competition Chair
 - x. ChE Car Safety Coordinator (recommend a Professor)
 - xi. Paper Competition Chair
 - xii. Friday Night Social Chair
 - xiii. Luncheon Chair
 - xiv. Banquet Chair
 - xv. Activities and Tours Chair
2. Document a clarified point system prior to the Conference
- a. Assigning points to roles
 - i. Recommend similarity to Officers boards points upon fulfilling role
 - b. Sign-In/Sign-Out Sheets recording all activities
 - i. 1 point/hour of Conference related activities

Article VIII- Assessments

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

Article IX- Amendments to the Bylaws

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