

**BYLAWS OF THE AMERICAN INSTITUTE OF CHEMICAL
ENGINEERS**

AT THE

UNIVERSITY OF FLORIDA

(Revised March 2006)

ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the “Student Chapter of the American Institute of Chemical Engineers at the University of Florida” and shall hereafter be referred to as “UFAICHe” in the Bylaws.

ARTICLE II - MEETINGS

Section 1: First General Body Meeting of Each Semester

The first meeting of each semester shall include, but not limited to, statements:

By the President:

1. Reading of the Preamble and Objectives as stated in the UFAICHe Constitution,
2. List of planned activities and events,
3. Current qualifications for active member status, and
4. Notification of projected meetings dates.

By the Vice President:

1. Review any changes in policies and procedures in the organization’s operations from the previous semester due to changes in the UFAICHe Constitution and/or Bylaws, and
2. Explain amendment procedure to the Bylaws or Constitution.
3. Means of finding information about the organization.

By the Treasurer:

1. Current financial status,
2. Projected financial capacity for the current semester.

Section 2: Regular Meetings

Regular meetings of the general assembly of the UFAICHe shall be held during regular semester sessions. All meetings shall be held at a time and place designated by the President.

Meetings shall be given proper public notification to the student body of interest, and the members of the organization.

Section 3: Special Meetings

The president shall call special meetings of the UFAICHe for the specific purpose of transacting business which cannot await action for a regularly scheduled meeting, or upon written request of one-fifth of the members of UFAICHe.

Section 4: Meetings of Constituent Organizations and Committees

Constituent organizations and committees are discouraged from holding regularly scheduled meetings at the same time as regularly scheduled meetings of the AICHe Executive Council and/or General Body.

Section 5: Executive Council Meetings

There shall be an Executive Council meeting before the first General Body meeting of each semester.

Executive Council meetings shall last a minimum of thirty (30) minutes.

Officers that attend the Executive Council meetings are required to bring all information to the meetings and shall be prepared to update the Council.

ARTICLE III - GOVERNMENT (VOTING)

Section 1: Vote of all non-officer members

Each shall have one vote in each transaction of business of the General Body. In the event that the voting member is absent, that member shall have been considered to have abstained in the voting. In the event a clear majority is not reached, voting shall take place by secret ballot.

Section 2: Vote of Executive Officers

Each shall have one vote in each transaction of business in the General Body and the Executive Council, except for the President as regulated in Article III Section 4, and the Constitution and Bylaws Chairperson as regulated in Article III Section 5. In the event that the voting member is absent, that member shall have been considered to have

abstained in the voting. In the event a clear majority is not reached, voting shall take place by secret ballot.

Section 3: Quorum of Voting Members

A quorum for any UFAICHe meeting is a simple majority as defined by *Robert's Rules of Order (Newly Revised)*. A quorum of the voting members of the UFAICHe shall be necessary for the transaction of any business of the UFAICHe unless otherwise provided in the Constitution and Bylaws.

Section 4: Vote of the President/Presiding Officer

The President/presiding officer shall have no vote in any election, except in the case that they are the candidate of an election, or in the event of a tie vote as prescribed in Article X Section 2. In this situation, the president or presiding officer shall be entitled to one vote.

Section 5: Vote of the Constitution and Bylaws Chairperson

The right to vote in General Body meetings shall be granted to the Chairperson, but is not given voting privileges in the Executive Council.

Section 6: Endorsement of Political Parties

The UFAICHe shall not endorse or condone any political party slate in any election process on the University of Florida campus. There will be no soliciting of votes by political parties at the general meetings of the UFAICHe.

No officer of the UFAICHe shall support any political candidate or party in the name of the organization.

ARTICLE IV – THE UFAICHe MEETING ATTENDANCE

Section 1: Attendance by Members

The members are responsible to make all possible attempts to attend any and all UFAICHe meetings that are announced (Listserv, posting, letter, phone call, etc.). In addition, members are expected to be in attendance at any and all announced meetings for committees on which these members serve. If a member is unable to attend any of these meetings, prior notification must be made to all members of the committee.

Section 2: Penalty for non-attendance per semester by officers

Any officer who acquires three unexcused absences from any meeting will appear before the Executive Council for Impeachment Review of the procedures in Article IX Section

2, except as noted in Article IV Section 3. Otherwise, they will be put on probation for no less than three months in which one more unexcused absence or abuse of the guidelines set down by the Executive Council will mandate automatic dismissal.

Section 3: Exceptions and provisions for attendance

Exception is made for the President and Vice President when empowered as ex officio members of a committee.

An excused absence is given to officers that are unable to attend due to a conflict that deals with completing official business of the office.

ARTICLE V - COMMITTEES

Section 1: Engineering Fair Committee

The Engineering Fair Chairperson shall:

1. Appoint the volunteer members to work on projects deemed necessary to the successful execution of the office,
2. Report to the UFAICHe President, Vice President and General Body on the state of Engineering Fair committee,
3. Fully acquaint the incoming Engineering Fair Chairperson on Engineering Fair activities,
4. Compile a written end-of-term report submitted to the outgoing President and President-Elect covering all phases of the E&S-Fair committee's activities, and
5. Be ex officio member of the Engineering Fair Committee; act as the Committee Chairperson.

The Engineering Fair Committee shall conduct all business in regard to the Engineering Fair. The Committee shall operate under the jurisdiction and guidance of the Executive Council of the UFAICHe and the rules and regulations of the University governing student organizations.

The Chairperson shall submit a budget for the upcoming fair according to the guidelines and deadlines set by the UFAICHe President and Treasurer.

Section 2: Constitution and Bylaws Committee

1. The Constitution and Bylaws Committee shall be responsible for all amendments of the Constitution and Bylaws, for reviewing the Constitution and Bylaws semi-annually to insure compliance with University rules and regulations, and for ruling on questions regarding constitutional matters. The Vice President shall serve as ex officio co-chairperson of this committee.

2. Any qualified student of the College of Engineering can submit, in writing, a question regarding constitutional matters to the Constitution and Bylaws Committee. Rulings on constitutional questions concerning expulsion of a representative or loss of funding must be presented in a general meeting of the UFAICChE and approved by a quorum of the voting members of the UFAICChE. The chairperson of the committee shall notify the originator of the question, in writing, of the final ruling.

3. The Committee shall consist of three members: the appointed Chairperson, Vice President (ex officio), and a volunteer student member of the General Body who is not an officer.

All members of the committee shall have one vote on each agenda issue.

Section 3: Chemical Car Committee

The Chemical Car Committee Chairperson shall:

1. Appoint the volunteer members to work on projects deemed necessary to the successful execution of the office,
2. Report to the UFAICChE President, Vice President and general assembly of the state of Chemical Car Committee when requested,
3. Fully acquaint the incoming Chemical Car Committee with Chemical Car competition activities,
4. Compile a written end-of-term report submitted to the outgoing President and President-Elect covering all phases of the Chemical Car Committee's activities, and
5. Be ex officio member of the Chemical Car Committee; act as the Committee Chairperson

The Chemical Car Committee shall conduct all business in regard to the Chemical Car competition. The Committee shall operate under the jurisdiction and guidance of the Executive Council of the UFAICChE and the rules and regulations of the University governing student organizations.

The Chairperson shall submit a budget for the upcoming fair according to the guidelines and deadlines set by the UFAICChE President and Treasurer.

ARTICLE VI - ENGINEERING AND SCIENCE FAIR

The UFAICChE shall participate in the annual Engineering and Science Fair.

Article VII – CONFERENCE TRAVEL POSITION DETERMINATION

All travelers shall be currently registered students of the University of Florida.

Section 1: “Limited Positions Available” Situation

If deemed limited availability of positions for travel (less than eight) by the President and Treasurer, priority to any conference shall be given in the following order: President, Vice President, Treasurer, and Chemical Car Chairperson shall have reserved positions for travel up to one week prior to the Conference registration deadline. If additional positions are available, then the Executive Council shall determine what members will be given priority selection for the available position(s).

Section 2: Not a “Limited Positions Available” Situation

If more than eight positions for travel to a conference are available, then the President, Vice President, Treasurer, and Chemical Car Chairperson shall have reserved positions for travel for up to four weeks prior to travel. All other available positions shall be given on a “first come, first serve” basis.

ARTICLE VIII - AMENDMENTS AND BYLAWS

All proposed amendments and bylaws shall be submitted to the Constitution and Bylaws Chairperson.

Section 1: Review Phase

Amendments to the UFAICHe Constitution and Bylaws may be proposed by any member of the UFAICHe. Proposals shall be referred to the Constitution and Bylaws Committee, which will verify adherence to the local, state and federal laws, as well as University of Florida and Student Government rules and guidelines before being presented to the Executive Council for voting.

Reviewing of proposals shall be executed in a timely manner, and a summary shall be disclosed to the Executive Council pertaining to the reasoning for their vote.

In the event the proposal is rejected, the author shall be notified of the reason for rejection.

Section 2: Authorization and Voting Phase

After proposed amendments are reviewed and accepted by the Constitution and Bylaws Committee, and passed by the Executive Council, the proposal shall be read in the next General Body meeting. Immediately following, a vote shall be held. The amendment shall be adopted upon approval by a majority vote of the quorum.

Section 3: Precedence and exceptions to precedence.

Section i: Precedence shall be established

Amendments to the Constitution shall have been a practiced Bylaw of the organization for at least two semesters before being an eligible amendment to the AIChE Constitution.

Section ii: Exceptions to establishing precedence

If a written statement of approval by the Faculty Advisor is provided with the necessary procedure of Article XV of the UFAIChE Constitution, the President may evoke Authorization to temporarily amend the Constitution in the event that the Constitution is in violation of University policies.

ARTICLE IX – FINANCIAL REQUESTS

Section 1: The UFAIChE Fiscal Year

A fiscal year shall be defined from July 1 to June 30.

Section 2: Requirements for all requests

Any requests for funding must meet Student Government and/or BEC qualifications, and must be presented at the UFAIChE meeting immediately following its passing the Executive Council.

ARTICLE X – REPRESENTATIVES OF THE AIChE IN THE BEC

Section 1: BEC Representatives

Three BEC Representatives are to be elected, and one of which is to be appointed to the BEC council by the President. The BEC Council Representative shall be responsible for attending and representing the UFAIChE at all BEC Council meetings.

The two remaining representatives shall alternate attendance at the BEC General Body meetings. The general body representatives shall submit a schedule of attendance dates to the President.

All BEC Representatives shall seek to help the UFAIChE in establishing positive relations with the BEC, and inform the President and General Body of events that help promote the organization's Objectives.

All voting shall be made as the representatives deems in the best interest of the organization.

Section 2: Attendance

BEC Representatives will attend all scheduled and special meetings as required by BEC. In the event that the meeting can not be attended, an alternate representative shall be found by the BEC representative, subject to compliance to BEC and AIChE regulations.

Representatives are responsible for contacting BEC to ensure the alternate is within guidelines, and notifying the President and Vice President of such changes.

Article XI – ADDITIONAL DUTIES OF OFFICERS

Section 1: President

The President shall:

1. See that the other UFAICHe officers perform their duties in accordance with the UFAICHe Constitution and Bylaws,
2. See that standing committees are performing their duties as described in the UFAICHe Bylaws; acts as an ex-officio member of these committees,
3. Appoint ad-hoc committees necessary to perform special functions; act as an ex-officio member of these committees,
4. Attend mandatory meetings of the Benton Engineering Council,
5. Act as Chair of the Executive Council and General Body meetings; be responsible for parliamentary procedure, and
6. Delegates work to officers and appropriate committees.

Section 2: Vice President

The Vice President shall:

1. Head of Banquet Committee,
2. Assists with conference and travel arrangements,
3. Maintain copies of the UFAICHe Constitution and Bylaws; make copies available to members upon request,
4. Responsible for adhering to Robert's Rules of Order (Newly Revised) during meetings, and keep a copy accessible in case of disputes, and
5. See that the UFAICHe President performs duties in accordance to the UFAICHe Constitution and Bylaws.

Section 3: Treasurer

The Treasurer shall:

1. Request funds for conferences from BEC at Finance Committee Meetings,
2. Fill out SAR/TAR forms for all reimbursements needed,
3. Turn-in appropriate receipts to SG Finance office within one week after event

4. Make deposits at SG Finance office in a timely manner,
5. Written financial statement submitted to President at Executive Council meetings;
6. Acquire approval by the President for all purchases that need to be made, and
7. Make a full financial statement available at the first Executive Council meeting of every month.

Section 4: Corresponding Secretary

The Corresponding Secretary shall:

1. Send email to the listserv one week prior to General Body meetings, and send a reminder email one day prior to advertise AIChE General Body meeting,
2. Head of Sponsorship Letter committee and related correspondence, and
3. Post AIChE meeting notices in Chemical Engineering Building one week prior to general body meetings.

Section 5: The Recording Secretary

The Recording Secretary shall:

1. Keep track of current membership forms, activities participated by members, and current membership status of all members, and
2. Submit a report that documents all the UFAIChE events over the term; send to President to revise.

Section 6: Corporate Liaison

1. Advertise Networking Nights (i.e. Swamp Social),
2. Organize plant tours, and
3. Organize company information sessions.

Section 7: Activities Coordinator

1. Plan and advertise social events for the organization to members, faculty, and staff

Section 8: Community Service Chairperson

1. Schedule and advertise community service opportunities, and
2. Set up projects for the organization's participation as requested by the President.

Section 9: Fundraising Chairperson

1. Organize shirt sale.

Section 10: Website Administrator

1. Act as the organization's Historian (the title of "Website Administrator/Historian" can be taken at the officer's option),
2. Keep website updated with minutes from meetings, calendar changes, pictures, and event news, and
3. Take videos and/or pictures at organization events.

Section 11: Network Administrator

1. Remedy log-in and printing issues in a timely manner, and
2. Keep all profile accounts up-to-date (i.e. print privileges).

Section 12: Sophomore Representative

1. Speak before their classmates in Chemical Engineering related classes of upcoming General Body meetings and events, and AIChE news.

Section 13: Junior Representative shall:

1. Speak before their classmates in Chemical Engineering related classes of upcoming General Body meetings and events, and AIChE news.

Section 14: Senior Representative shall:

1. Speak before their classmates in Chemical Engineering related classes of upcoming General Body meetings and events, and AIChE news.

Article XII – ACTIVE MEMBERSHIP QUALIFICATIONS

Section 1: Standard qualifications for active membership status

Active membership qualifications require the attendance of a minimum of two General Body meetings. A membership form must be on record for any individual who desires membership status and rights. Membership forms shall be turned valid only for the academic year in which they were submitted.

Section 2: Additional qualifications for active membership status

Additional criteria will be proposed by the President at the first Executive Council meeting of the semester. Upon approval, the qualifications will be read during the first General Body meeting of the semester. The qualifications shall be made accessible on the website, and posted within the Chemical Engineering building by the second General Body meeting of the semester.

Article XIII – POLICIES AND PROCEDURES OF BUSINESS

Section 1: Order of procedure for business at a regular meeting:

1. Call to order by the President,
2. Reading of the minutes of the last meeting by the Recording Secretary, if requested by an active member,
3. Treasurer's report, explanation if requested by any active member,
4. Miscellaneous announcements,
5. Old and new business,
6. Program,
7. Adjournment.

Section 2: Procedure for Business

Business shall be conducted in an orderly fashion. Changes in the order of the procedure may be instated by a majority of active members attending the meeting.

Section 3:

All policies and procedures not addressed shall follow adhere to Article XIV Section 5 of the UFAICHe Constitution.