

Constitution of the
Student Chapter of the American Institute of Chemical Engineers
at the
University of Florida

(Revised August 2006)

PREAMBLE

By recognizing the importance of the development of engineering knowledge and skills for the continued advancement of ourselves, our University, our community, our world, and human welfare in general; and by further recognizing the need for a student organization that unites students at the University of Florida to achieve these goals,

We, the members as a united group, pledge ourselves to the promotion and understanding of the profession of Engineering; hence,

We, the members and elected representatives of the Student Chapter of the American Institute of Chemical Engineers at the University of Florida, do hereby adopt the following constitution.

Article I – NAME

The name of this organization is “Student Chapter of the American Institute of Chemical Engineers at the University of Florida”, and shall hereafter be referred to by the abbreviated title “UFAIChE.”

Article II –RELATIONSHIP TO THE UNIVERSITY

The UFAIChE encourages its members to be active participants in the social and educational events offered by the University, as well as provide such events to our members. Through positive publicity and helping cultivate better leadership skills, UFAIChE aims to enrich the personal strengths of the student body and foster a better awareness of Engineering, namely Chemical Engineering.

Article II –OBJECTIVES

The objectives of the UFAIChE shall be:

1. Promote the professional inter-disciplinary development of its members by its relations with the University of Florida, other student Chapters, and the American Institute of Chemical Engineers;
2. Contribute to the development of Chemical Engineering at the University of Florida through activities involving the faculty and all classes of student members;
3. Encourage membership and see to the needs of its members;
4. To sponsor and coordinate projects that will benefit the organization, College of Engineering, the University, and the community;
5. Act in the best interests of the members of UFAIChE, the UF Department of Chemical Engineering, the University, and the surrounding community.

Article III – MEMBERSHIP

Section1: Classification of members and voting privileges.

The UFAIChE shall consist of currently registered University of Florida students, faculty, staff, and student spouses that are: 1) Non-officer active members with General Body voting privileges, 2) Non-active members with General Body voting privileges, 3) Elected Executive Officers with voting privileges (except the President/Presiding Officer and the Constitution and Bylaws Chairperson, whose voting privileges are set forth in Article III of the UFAIChE Bylaws), 3) Affiliate members without voting privileges and members described within Article IX Section 3.

Section 2: Classification of non-active members

Any student member that does not meet the criteria set forth in Article XII of the UFAICChE Bylaws shall be classified as a non-active member.

Section 2: Qualifications to become an active member

Active membership shall be based upon the completion of the criteria as set forth in Article XII of the UFAICChE Bylaws.

Section 3: Voting privileges for Executive Officers

Executive Officers are granted Executive Council and General Body voting rights as set forth in Article III Section 2 of the Bylaws.

Section 4: Affiliate members

Any member of the UFAICChE who is not a registered student at the University of Florida (faculty, staff, and/or student spouse), or is described by Article IX Section 3, shall be classified as an Affiliate Member of the UFAICChE.

All affiliate members shall be denied holding an office and voting privileges in the UFAICChE.

Section 5: Member disassociation

Members are free to leave and disassociate without fear of retribution or harassment.

Article IV –DISCRIMINATION

The UFAICChE does not discriminate on any basis, including race, creed, color, sex, age, national origin, disability, or sexual orientation.

Article V – FINANCE

No dues shall be collected as a criterion for membership in the UFAICChE.

Article VI – OFFICERS

Section 1: Executive Officers

The executive officers shall be the President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, Corporate Liaison, Fundraising Chairperson, Website Administrator, Network Administrator, Benton Engineering Council Representatives, Community Service Chairperson,

Activities Coordinator, Senior Representative, Junior Representative, Sophomore Representative, Engineering Fair Chairperson, Chemical Car Chairperson, and Constitution and Bylaw Chairperson.

Section 2: Executive Officer elections and term lengths

Officers shall meet the criteria as set forth in Article VII, agree with the duties for their elected position as noted in Article VIII of the UFAICChE Constitution, and election shall be carried out as delegated in Article X.

Section i: One-year term elected officers

The President and Treasurer will hold office for one year. Terms will begin at the end of the spring semester in which elected and shall continue through to the end of the following spring semester.

Section ii: One-semester term elected officer

Vice President, Corresponding Secretary, Recording Secretary, Corporate Liaison, Fundraising Chairperson, Website Administrator, Network Administrator, Benton Engineering Council Representatives, Community Service Chairperson, Activities Coordinator, Senior Representative, Junior Representative, and Sophomore Representative will hold office for one semester. Terms will begin at the end of the semester in which elected and shall continue to the end of the following academic semester.

Section iii: One-year term appointed officer

Officers will be appointed as declared in Article X Section 5.

Section 3: Extension of one-semester term officer power

One-semester term officers elected in the fall semester shall act as officer until the beginning of the spring semester. One semester term officers elected in the spring semester shall act as officer until the beginning of the fall semester.

Section 4: Term limits

There is no limit to the number of times an officer may be reelected for any position so long as Eligibility Requirements in Article VII are satisfied.

Article VI – FACULTY ADVISOR

Section 1: Appointment and approval of the Faculty Advisor

The Faculty Advisor shall complete a membership form and supply all necessary information and documentation that the organization requires to fulfill its business. The position of Faculty Advisor is to be selected by the Chairperson of the Department of Chemical Engineering Chairperson at the beginning of the semester following the departure of the previous Faculty Advisor from their position, and confirmed by majority vote of the Executive Council. It is recommended that the faculty advisor remain in office for the duration of his/her tenure, however, his/her term is at the discretion of the

organization. If at anytime the organization wishes to elect another faculty advisor, the executive board will vote on a replacement. The faculty advisor should be one whose ideals are aligned with the organization's Objectives, and is willing to serve as a source of information and advice for the club.

Section 2: Duties and Objectives

The Faculty Advisor shall act as a guide and a facilitator to the Objectives as set forth in the UFAICChE Constitution. In action, he/she shall support the organization through active participation in meetings, helpful and insightful advice, and representation of the organization whenever possible.

Section 3: Membership entitlement

The Faculty Advisor is given Affiliate Membership status of Article III Section I for the duration of his tenure as the UFAICChE Faculty Advisor.

Article VII – ELIGIBILITY REQUIREMENTS OF OFFICERS

All officers shall be registered students at the University of Florida.

1. President: The position of President of the Chapter shall be held by an active member of at least two semesters, and previously held an office in the UFAICChE for two semesters.
2. Vice President: The position of Vice-President of the Chapter shall be held by an active member of at least one semester, and previously held an office in the UFAICChE.
3. Treasurer: The position of Treasurer of the Chapter shall be held by an active member of at least semester, and had previously held an office in the UFAICChE.
4. Corresponding Secretary: This position shall be held by a member of at least one semester.
5. Recording Secretary: This position shall be held by a member of at least one semester.
6. Corporate Liaison: This position shall be held by a member of at least one semester.
7. Fundraising Chairperson: This position shall be held by a member of at least one semester
8. Website Administrator: This position shall be held by a member of at least one semester; preferably with previous website design knowledge.
9. Network Administrator: This position shall be held by a member of at least one semester; preferably with previous computer networking knowledge.
10. Benton Engineering Council Representative: The Benton Engineering Council Representative shall be elected in compliance with the BEC Constitution and Bylaws. Any member is eligible for election; no more than one Representative can be classified below 3EG at any one time.
11. Community Service Chairperson: This position shall be held by a member of at least one semester.
12. Activities Chairperson: This position shall be held by a member of at least one semester.
13. Senior Representative: This position shall be held by a member of at least one semester.
14. Junior Representative: This position shall be held by a member of at least one semester.
15. Sophomore Representative: This position shall be held by a member of UFAICChE.
16. Engineering Fair Chairperson: This position shall be appointed to a member of at least one semester.

17. Chemical Car Chairperson: This position shall be appointed to a member of at least one semester.
18. Constitution and Bylaws Chairperson: This position shall be appointed to a member of at least one semester.

Article VIII – DUTIES OF THE OFFICERS

All UFAIChE officers shall become active members each semester in which they hold office.

The President shall:

1. Have general supervision of the affairs of the UFAIChE and preside at all meetings,
2. Prepare a written end-of-semester report of all UFAIChE activities, which occurred during the semester; submit a copy of this report to the Faculty Advisor,
3. Prepare a written end-of-term report of all UFAIChE activities, which occurred during the term of office; submit a copy of this report to the Faculty Advisors and President-Elect,
4. Be authorized to act, in accord with the UFAIChE Constitution and Bylaws, in behalf of the organization in business affairs,
5. Make decisions based upon the best interests of the UFAIChE, its members, the University, and the community,
6. Be in charge of communication within the organization, and
7. Perform duties as directed in Article XI Section 1 of the AIChE Bylaws.

The Vice President shall:

1. Perform all duties of the President in the event of the President's absence,
2. Be an ex officio member of the Constitution and Bylaws Committee,
3. Prepare a written end-of-term report of UFAIChE activities conducted through the office of the Vice President; submit a copy of this report to the Vice President-Elect,
4. Oversees all committees within AIChE and reports findings to the President, and
5. Perform duties as directed in Article XI Section 2 of the AIChE Bylaws.

The Treasurer shall:

1. Advise the President and General Body of the current financial status of the UFAIChE,
2. Fully acquaint the Treasurer-Elect and President-Elect with financial activities,
3. Be authorized to submit to Student Government and the Benton Engineering Council the proper forms for the allocation of UFAIChE funds for programming or travel activities approved by a majority of AIChE members,
4. Compile a written end-of-term report covering all phases of the Treasurer's activities that includes all pertinent recommendations or suggestions that would improve UFAIChE operations; submit this report to the President and President-Elect,
5. Be the ex officio Chairperson of the Finance Committee, and
6. Perform duties as directed in Article XI Section 3 of the AIChE Bylaws.

The Correspondence Secretary shall:

1. Be responsible for all written out-of-department transactions (i.e. alumni, staff, companies), except for those communications required by other offices,
2. Keep updated posting of meetings in department pre-approved locations within the chemical engineering building,
3. Be the Alumni Letter Committee ex officio Chairperson, and
3. Perform duties as directed in Article XI Section 4 of the AIChE Bylaws.

The Recording Secretary shall:

1. Take attendance at all events and meetings (find an alternate in case of absence),
2. Record minutes of all general body meetings and send a copy to the Webmaster,
3. Log and store all the UFAIChE documents dispersed during the semester, and
4. Perform duties as directed in Article XI Section 5 of the AIChE Bylaws.

The Constitution and Bylaw Chairperson shall:

1. Adhere to the guidelines of Article V Section 2 of the UFAIChE Bylaws.

The Engineering Fair Chairperson shall:

1. Adhere to the guidelines of Article V Section 1 of the UFAIChE Bylaws.

The Chemical Car Chairperson shall:

1. Adhere to the guidelines of Article V Section 3 of the UFAIChE Bylaws.

The Corporate Liaison shall:

1. Keep an up to date corporate contact list,
2. Make all possible attempts to expand the UFAIChE's relationships to new companies while strengthening current company relations,
3. Serve as in an official capacity as a company representative in behalf of the UFAIChE to foster positive affiliations with companies, and
4. Perform duties as directed in Article XI Section 6 of the AIChE Bylaws

The Activities Coordinator shall:

1. Work with Corporate Liaison to plan career development events, and
2. Perform duties as directed in Article XI Section 7 of the AIChE Bylaws.

The Community Service Chairperson shall:

1. Seek to better the organizations relationship with the community through community service projects, and
2. Perform duties as directed in Article XI Section 8 of the AIChE Bylaws.

The Fundraising Chairperson shall:

1. Plan and advertise fundraising events to the organization,
2. Work in conjunction with the Correspondence Secretary on projects to request sales, donations and sponsorships,
3. Assist the organization in increasing its revenue through fundraising opportunities, and
4. Perform duties as directed in Article XI Section 9 of the AIChE Bylaws.

The Website Administrator shall:

1. Ensure the site projects the professionalism that the organization requires, and
2. Perform duties as directed in Article XI Section 10 of the AIChE Bylaws

The Network Administrator shall:

1. Work with necessary department staff to insure the UFAICHe run computers are working properly,
2. Have a contact email address available in the John C. Biery room,
3. Be in charge of John C. Biery room computer and networking infrastructure, and the room's appearance, and
4. Perform duties as directed in Article XI Section 11 of the AIChE Bylaws

The Benton Engineering Council Representatives shall:

1. Conform to Article X of the UFAICHe Bylaws.

The Sophomore Representative shall:

1. Actively recruit new members whenever possible, and
2. Perform duties as directed in Article XI Section 12 of the AIChE Bylaws

The Junior Representative shall:

1. Actively recruit new members whenever possible, and
2. Perform duties as directed in Article XI Section 13 of the AIChE Bylaws

The Senior Representative shall:

1. Actively recruit new members whenever possible, and
2. Perform duties as directed in Article XI Section 14 of the AIChE Bylaws

Article IX – EXPULSION PROCEEDING OF THE UFAICHE

Section 1: Expelling of non-Executive Officer Member

Expulsion of a non-officer will occur for abuse or misuse of the privileges of the Chapter, criminal offenses or conduct, or actions deemed unbecoming a member for failure to uphold the objectives of the organization set forth in Article II. A simple majority vote by the Executive Council, or a three-fourths majority by secret ballot vote of a quorum by the General Body, may expel any non-officer member of the Chapter.

The member who has had the charges levied against shall be given the floor for no more than eight minutes to speak in their defense.

Section 2: Impeachment of an Executive Officer

Section i: Impeachment due to non-attendance

Removal of an officer for non-attendance will follow the guidelines as set forth in Article IV Section 2 of the UFAICHe Bylaws.

Section ii: Impeachment due to matters other than non-attendance

If, in the opinion of the majority of the Executive Council and/or a petition is submitted and signed by 15% of the members of the Chapter, it becomes necessary to remove an Executive Officer for failure in his duties, abuse or misuse of the privileges of the Chapter, criminal offenses or conduct, or actions deemed unbecoming a member for failure to uphold the objectives of the organization set forth in Article II, it shall be done by a three-fourths majority vote of a quorum attending the next regular General Body meeting following the meeting at which the charges are read, pending consent of the Faculty Advisor.

The Executive Officer who has had the charges levied against shall be given the floor for no more than eight minutes to speak in their defense.

Section 3: Revocation of voting privileges

Any member who is expelled, or impeached for matters other than non-attendance, shall only be given affiliate membership status indefinitely.

Article X – ELECTIONS

Section 1: Nominations

Members shall be nominated and seconded by a member of UFAICHe before being considered for vote to an office.

Nominations for one-semester term officer positions shall be accepted during the second to the last meeting of the semester.

Nominations for one-year term officer positions shall be accepted during the second to the last meeting of the spring semester, except for appointed officers as described in Article X Section 5.

All candidates must meet all University requirements for officers of student organizations, and must be registered in the College of Engineering or a department administered by the aforementioned college. Also, qualifications within Article VII shall be fulfilled before consideration for election.

In the event an office does not receive a nomination, a two (2) day grace period will be given to fulfill the nomination for that position

Section 2: Elections

The election of officers shall occur during the last UFAICChE meeting of any given semester. Voting shall be open to all members empowered by Article III Section 1. The President of UFAICChE shall be present when the ballots are counted and shall announce the results immediately following completion of the ballot counting. The person receiving the simple majority of votes for each office shall be elected. In the event a simple majority is not obtained, the two candidates receiving the most votes shall have an immediate run off election. The run off election shall be held by secret ballot of the voting members of the UFAICChE. The presiding officer shall only vote in the event of a tie between the two run off candidates.

The option of voting by secret ballot shall be honored by the presiding officer any time before voting begins; any debate of the nominations for an office shall be done in the presence of all nominees for the office in debate.

Section 3: Transfer of power and special elections

If the President, for any reason is unable to complete his/her term of office, the Vice-President shall assume the office of President, and a new Vice President shall be elected during the next General Body meeting. If any other officer vacates his/her office, an election shall be held at the next regular meeting to fill the vacated office.

Section 4: Southern Regional Conference special election

If the Chapter intends to run for Host Chapter of the Southern Regional Conference, thereby nominating the Chapter President for Regional President, a special election may be held prior to the Regional Convention.

Section 5: Appointment of Executive Officers

Members that desire the office of the Engineering Fair Chairperson and the Constitution and Bylaw Chairperson shall submit a nomination form for their respective position no later than the beginning of the second to the last General Body meeting of the spring semester. The Executive Council will appoint the selection by a simple majority vote, and shall declare the choice at the last General Body meeting of the fall semester.

Members that desire the office of the Chemical Car Chairperson shall submit a nomination form for their respective position no later than the beginning of the second to the last General Body meeting of

the fall semester. The Executive Council will appoint the selection by a simple majority vote, and shall declare the choice at the last General Body meeting of the fall semester.

All appointments shall be empowered after the last scheduled final exam of the semester in which they were appointed.

Article XI – COMMITTEES

Section 1: President and Vice President ad-hoc committees

Committees may be formed and named at any time, according to the needs of this organization. Each committee will consist of volunteers and an elected officer empowered by Article VIII to act as Chairperson. If no such Chairperson is empowered by Article VIII, then the volunteers shall independently nominate and elect a committee member to serve as Chairperson for that committee. During the duration of committee, all members shall be given one vote on each transaction of business, provided a quorum is present. The Chairperson shall serve until the project for which the committee was formed is completed. It is the responsibility of the Chairperson to report to the General Body the progress of the committee. The Executive Council may request a briefing prior to the committee addressing the General Body.

Section 2: Constitution and Bylaws, Chemical Car, and Engineering Fair Committees shall adhere to Article V of the UFAICHe Bylaws.

Article XII – AUTHORITY

This organization shall conform to the regulations prescribed by the Student Guide, rules as governed by University of Florida, state laws, and federal laws. Hazing is, by all means, prohibited.

ARTICLE XIII – CUSTODY OF THE CONSTITUTION AND BY-LAWS

One copy of the constitution and all by-laws shall be in the possession of all Executive Council members, and the office of the Department of Chemical Engineering of the University of Florida. Additional copies shall be available for inspection upon request to any member. One copy of the Constitution and any by-laws shall be in the possession of the Recording Secretary of the A.I.Ch.E. for the permanent files of the Institution.

Each Executive Officer shall include their copy of the Chapter's Constitution and Bylaws in the office's Activity Ledger.

ARTICLE XIV - GENERAL ASSEMBLY MEETINGS

Section 1: Purpose of the meetings

Meetings of the UFAICChE shall be held to conduct the necessary business of the student organization and help promote the organization's Objectives

Section 2: Frequency of the meetings

There shall be a minimum of five regular meetings of the UFAICChE during each of the fall and spring semesters.

Section 3: Creation and distribution of meeting agendas

Programs for meetings of the UFAICChE shall be arranged by the President and approved by the Executive Council. The Recording Secretary and/or President shall prepare and distribute a meeting flyer for each meeting.

Section 4: Specialized policies and procedures

Article XIV of the UFAICChE Bylaws shall guide the business in parliamentary procedure of meetings and policies of business.

Section 5: Presiding procedure not explicitly addressed

Parliamentary procedure not addressed in the UFAICChE Constitution or Bylaws shall follow *Robert's Rules of Order (Newly Revised)* for all meeting.

Article XV – EMERGENCY PRESIDENTIAL POWER AUTHORIZATION

Section 1: Criteria and requirements for evoking Article XV Authorization

The president shall be given authorization to conduct emergency business without consulting such that 1) the Objectives and benefit of the organization is the sole purpose of evoking such authorization, while adhering to all regulations (said and unsaid), 2) documentation and a personal statement of intent and reason is delivered to the Faculty Advisor, Vice President, and Treasurer, 3) timing of the business prevents the meeting of the Executive Council, 4) the President had no foreknowledge of the business, and therefore could not properly follow the rules and regulations pronounced in the UFAICChE Constitution and Bylaws, 4) has made all reasonable attempts to hold a meeting of the Executive Council, and 5) will intend on submitting a detailed report to the organization upon the next meeting of the General Body and/or Executive Council.

Section 2: Acceptance to an inquiry for Authorization of Article XV

The President shall agree to have a comprehensive inquiry performed by the Executive Council and made publicly available when Article XV authorization is used.

Section 3: Abuse of Article XV Authorization

An abuse of Article XV, as designated by the Executive Council, shall be deemed unbecoming of a member. A case shall be filed to the University's Honor Court for the infraction.

Article XVI – NON-PROFIT STATUS

The UFAICChE shall operate as a not-for-profit organization.

Article XVII – AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall be proposed in writing at any regular meeting by any member of the Chapter no earlier than the third meeting of the current semester.

Amendments shall appear before the Executive Council, before submittal to the Chapter body, and must pass with a majority vote of a quorum. Amendments may only appear before the Council two times and are then not eligible to be resubmitted.

Adoption of an amendment shall be by three-fourths majority vote of a quorum.

ARTICLE XVIII - RATIFICATION

This Constitution shall be in effect immediately upon ratification by the UFAICChE, subject to the regulation of the University of Florida.