

American Institute of Chemical Engineers  
Texas Tech University  
Student Chapter Bylaws

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**Article I. Name**

The name of this organization shall be the American Institute of Chemical Engineers student chapter at Texas Tech University; hereafter referred to as AIChE at TTU.

**Article II. Objectives**

The objectives of this chapter shall be:

1. To promote the professional development of its members by building strong relationships with other student chapters and the American Institute of Chemical Engineers, hereafter referred to as the Institute.
2. To foster the relationship between the faculty and students within chemical engineering department at Texas Tech University.
3. To develop its members' academic, professional, and social development as chemical engineers.

**Article III. Membership**

Any student currently enrolled in the Edward E. Whitacre College of Engineering as a chemical engineering major or foundational engineering major with an interest in chemical engineering is eligible to become a member. To become a member of AIChE at TTU, students must pay the dues.

AIChE at TTU will not deny membership on any basis prohibited by law, including but not limited to gender, race, color, nationality, age, religion, disability, veteran status, or sexual orientation. However, a member shall be dismissed if he or she violates the Texas Tech University student code of conduct.

*Section I. Membership Dues*

Membership dues for the entire academic school year shall be paid in full no later than the second general meeting. Membership dues are further detailed in Article XI.

*Section II. Membership Benefits*

The benefits of being an AIChE at TTU member include, but are not limited to:

1. Members' resumes will be included in an electronic resume catalog for the top corporate sponsors.
2. Networking opportunities with industry and academic professionals at company information sessions, research seminars, and other events.

3. Opportunities to attend the National and/or Regional American Institute of Chemical Engineers Conference(s).

#### **Article IV. Chapter Advisor Role**

The student chapter advisor must be a faculty member of the chemical engineering department and a current fellow, senior member, or member of the Institute. The chapter advisor shall be selected by the department chair. The chapter advisor shall advise the student chapter with relation to the Institute and the chemical engineering department. However, the chapter advisor does not hold any executive power over the chapter.

#### **Article V. Meetings**

General meetings will be held at least once a month during the school year. Additional meetings may be held at any time during the school year when called by the officers.

- a. At any meeting, any procedural question requiring parliamentary ruling not provided in the Bylaws shall be decided in accordance with Robert's Rules of Order, Revised Edition.

#### **Article VI. Voting**

The following will be followed during voting within the chapter:

1. In order for a vote to take place a quorum must be present.
  - a. A quorum is defined as at least one-tenth of active chapter members as defined by Article X.
2. All proposals require majority vote by the quorum unless otherwise noted
3. In the event of a tie when voting between members, the proposal will pass.
4. In absence of a quorum, no formal action shall be taken except to adjourn

#### **Article VII. Officers**

Elected officers of this student chapter shall consist of the President, Vice President, Treasurer, Secretary, Student Organization Representation Committee Representative, and Student Research Coordinator.

##### *Section I. Officer Eligibility*

To be elected an officer, the following requirements must be met:

1. Must be a current member of the Institute and a member of the student chapter for at least one complete semester.
2. Must be enrolled in the junior or senior level chemical engineering curriculum.
3. Must have a minimum overall GPA of 3.0 at the time of election.

##### *Section II. Officer Term*

Officers shall hold office for a term of one academic school year. Officers may only hold one term in his or her elected officer position.

### *Section III. Officer Dismissal*

- a. Any officer who violates the Texas Tech University student code of conduct shall be immediately dismissed.
- b. Officer dismissal will be handled by the officers internally. If no resolution can be made, the advisor and department chair will be notified.

### **Article VIII. Officer Duties**

The President shall be responsible for providing leadership and direction for the chapter. He or she shall preside at all meetings and act as an ex-officio member of all committees. The president resides over the Meetings Committee, Research Committee, and Community Service Committee.

The Vice President shall assist the President in the performance of his or her duties and shall preside at meetings when the president is unable to attend. The Vice President resides over the Activities Committee, Banquet Committee, and is in charge of the semi-annual volunteer event.

The Treasurer shall keep complete financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. He or she shall collect all dues and assessments promptly and submit a treasurer's report at the final spring chapter meeting. He or she shall submit a complete and final written financial report at the end of the school year. He or she shall preside at chapter meetings in the absence of the President, Vice President or Secretary. The Treasurer shall preside over the Fundraising Committee.

The Secretary shall keep a record of all meetings. He or she shall preserve all papers relating to the affairs of the chapter. He or she shall preside at meetings of the chapter in the absence of the President and Vice President. The Secretary resides over all internet based activity, including but not limited to, AIChE at TTU Facebook, AIChE at TTU Google webpage, etc. The Secretary presides over the Webpage/Newsletter Committee.

The Student Organization Representation Committee (SORC) Representative shall represent AIChE at TTU in all matters of Student Government Association. The SORC representative shall be in charge of all intramural activities. He or she shall keep active rosters and recruit at meetings for upcoming events. He or she shall preside over the Intramural Committee and the Tailgate Committee.

The Research Coordinator shall be in charge promoting the undergraduate research program within the chemical engineering department and the student chapter. This includes but is not limited to getting students involved with AIChE Regional, National, and other research presentation competitions, coordinating professor seminar series, and answering questions students may have about research. He or she shall preside over the Research Committee.

## **Article IX. Committees**

Committees within the student chapter shall be comprised of any chapter members who are interested. Each committee will have an elected committee chair and be presided over by a specified officer.

The Meetings committee shall assist the President to prepare the chapter meeting areas, manage all food/drinks, clean the meeting area after meetings, and assist company representatives as needed.

The Activities Committee shall work with the Vice President to plan social events during the academic school year for members to network with each other.

The Research Committee shall work with the Research Coordinator to narrow student researchers down to an individual(s) who will present either a poster or paper at the student Regional or National AIChE Conference.

The Banquet Committee shall be in charge of planning the chapter banquet at the end of the spring semester. This Committee shall coordinate the theme, food, location, entertainment, awards, etc.

The Fundraising Committee shall work with the Treasurer to create fundraising events to increase chapter funding for the national and regional conferences.

The Intramural Committee will work with the SORC Rep to organize intramural sport teams and participate in the IMLeagues.

The Tailgate Committee is responsible for organizing the chapter tailgates in a safe and professional manner, planning the tailgate food and games, and coordinating with ASME and IEEE during joint tailgates.

The Webpage/Newsletter Committee shall work with the Secretary to take photographs during events, assists with updates to the chapter's social media platforms, and generate the chapter newsletters.

The Community Service Committee shall work with the President to coordinate volunteer events, such as the bi-annual aphasia event, in the community during the academic school year

## **Article X. Election of Officers**

### *Section I. Elections*

Elections shall take place in the month of April during the last chapter general meeting. During the elections, the following will be followed:

1. Potential candidates must attend a mandatory officer nomination meeting in order to run for a position.
2. Candidates for each position will need to prepare a speech to present to members and officers.
3. The order of the presentations shall be as followed: President, Vice President, Treasurer, Secretary, SORC Rep, Undergraduate Research Coordinator.
4. After all of the potential officers have presented their speeches, an officer-facilitated discussion will take place without the potential officers in the room. This will last for an additional 5 minutes.
5. After the facilitated discussion is over, a vote will take place amongst the AICHE members present at the election. The candidate with the highest number of votes will assume that officer role for the upcoming academic year.

### *Section II. Vacancies*

In the event of an officer vacancy, the most senior officer will hold an immediate nomination to fill the vacancy. Officer seniority is as followed: President, Vice President, Treasurer, Secretary, SORC Rep, Research Coordinator. After nominations, elections will take place at the next general meeting in accordance to election procedures.

### **Article XI. Dues**

Annual chapter dues shall be set by a majority vote of the officers. The following guidelines will be followed for dues:

1. All members, including officers, shall pay the dues set by the institute in order to maintain active membership.
2. The officers will agree on when dues must be collected in order to gain and/or maintain access to chapter events.
3. Dues must be paid in the fall semester to cover the entire year or for half the amount in the spring for just the spring semester. Dues may be paid either through cash, debit, or credit card.

### **Article XII. Amendments to the Bylaws**

Amendments to the bylaws may be proposed throughout the school year by any member. In order for an amendment to be adopted, a majority of at least one-half of all members must be in agreement to have the amendment pass.