

## Article I. Name

The name of this organization shall be ***The American Institute of Chemical Engineers at Caltech***, or Caltech AIChE in short.

## Article II. Purpose

The mission of the Caltech chapter of the American Institute of Chemical Engineers is to support undergraduates interested in the field of Chemical Engineering in both their academic and professional endeavors. Caltech AIChE aims to support students throughout their time at Caltech through activities that connect them with other fellow students and ChemE faculty members. We also seek to help students develop their professional careers through programs involving industry representatives, other student chapters of AIChE, and the national chapter of AIChE.

## Article III. Membership

Membership is open to any enrolled Caltech student. Membership shall not be denied due to race, ethnicity, sex, gender, disability, or religion. Membership in Caltech AIChE is not limited to students enrolled in the Chemical Engineering option at Caltech.

## Article IV. Meetings

Regular meetings will be scheduled no less than once every two months during the school year. At least one week's notice will be given before each meeting. Meetings shall consist of a discussion of previous business, announcements of new events, and discussion and planning of upcoming events and programs.

## Article V. Executive Committee

The executive committee of Caltech AIChE (excomm) shall consist of a President, Vice President, Secretary, Treasurer, two (2) Representatives at Large, and a Frosh Representative. Their duties are as follows:

- A. President – Leads the Caltech AIChE excomm, calls all excomm and general meetings, oversees the budget, talks to leaders of other clubs for joint events, and contacts industry representatives and professors for programs and events.
- B. Vice President – Supports the president in his/her duties, helps with contacting professors and industry representatives, presides in place of the President during their absence.
- C. Secretary – Keeps minutes of meetings, updates the email lists and website.
- D. Treasurer – Helps the president oversee the budget and other monetary matters.

- E. Representatives at Large – help out with event setup, in particular with ordering food and picking up materials, and generally help out with whatever tasks need to be done. Also, serve as correspondent for student body.
- F. Frosh Representative – serves as a correspondent.

The term of office will be for one year, starting a week after elections.

#### Article VI. Elections

Elections shall be held during spring term each year, sometime during the months of April and May. Two weeks notice shall be given before the election meeting. Nominations will be collected via email during the two weeks before election day, and voting will occur by a blind show of hands at the election meeting. Votes will be counted by all non-running members of excomm and cross-checked for accuracy. For each position, candidates that receive the most votes will be elected for their position. In the case of a tie, the voting process will be repeated amongst the group of candidates with the highest number of votes until a winner is chosen.

In the case that an excomm member severely fails to fulfill their expected duties, they may be removed by an impeachment vote. Two-thirds (2/3) of the members who show up to vote must vote for impeachment for the officer's removal, and voting will be carried out using the same process used to elect excomm members. Any vacancies in the executive committee shall be filled by an election at the next meeting, following the same protocol used to elect excomm members at an election meeting.

#### Article VII. Funds

Funds for Caltech AICHE activities and programs shall be provided by the CCE department at Caltech and also ASCIT. The treasurer is responsible for requesting and accessing these funds.

#### Article VIII. Advisor

Caltech AICHE shall have a faculty advisor that meets intermittently throughout the year with members of excomm to oversee the club's progress and provide suggestions.

#### Article IX. Amendments

Any amendment will be decided on at a meeting of all excomm members. At the meeting, the consequences and/or reasons for the amendment will be discussed. All excomm members will then vote on the addition of the amendment to the constitution. Two-thirds (2/3) of the total votes will allow for the amendment to be passed. All members of AICHE must be notified of any such change.