

Constitution and By-laws  
Of the  
Oregon State University Chapter  
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS

Adopted April 20, 1949

Amended March 8, 1979

CONSTITUTION

ARTICLE I – NAME

The name of this society shall be the Oregon State University Student Chapter of the American Institute of Chemical Engineers.

ARTICLE II – PURPOSE

The purpose of this chapter shall be (1), to promote the professional development of it's members by it's programs and by it's relations with other student chapters and organizations, and with the parent body, The American Institute of Chemical Engineers, and (2), to contribute to the development of Chemical Engineering at Oregon State University through activities involving the faculty and all classes of student members.

ARTICLE III – MEMBERSHIP

Any student enrolled in chemical engineering at Oregon State University shall be eligible for membership. Students enrolled in related engineering or scientific courses may be declared eligible to membership by a simple majority vote of the members. Such a vote shall be considered as applying to all members of such groups rather than to individuals.

This organization shall not deny consideration for membership or office to any student because of sex, religion, race, creed, national origin, handicap, or marital status.

#### ARTICLE IV – OFFICERS

To direct the activities of the chapter, the following officers shall serve for a term of one year; President, Vice President, Secretary, Treasurer, and Activities Chairman. The position of President and Vice President shall be held by members who are juniors or seniors. The position of Secretary and Treasurer shall be held by members who are sophomores or juniors. The position of Activities Chairman shall be held by a member who is from any class.

All officers must meet the University requirements for elected officers. These requirements are that officers during their entire term office must:

1. have earned at least 12 credit hours in the last completed term.
2. be registered for 12 credit hours.
3. have a minimum cumulative GPA of 2.00
4. not be on conduct probation.

#### ARTICLE V – ELECTION OF OFFICERS

Election of officers listed in Article IV for the one year term shall take place during the month of March. The officers shall take office immediately upon election. The class qualifications listed in Article IV shall apply to the candidates status as of the coming fall term. Election of candidates shall be by written ballot.

#### ARTICLE VI – AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may be proposed at any business meeting by any member of the chapter.

Adoption of an amendment shall be by three-fourths vote of all members attending a later business meeting, providing that such three-fourths majority shall include at least half the members of the chapter.

## BY-LAWS

### ARTICLE I – PROCEDURE

The conduct of each meeting shall be based on an informal procedure deemed appropriate by the President as best serving the needs of the organization.

### ARTICLE II – DUTIES OF OFFICERS

The President shall be the chief executive officer of the chapter and, as such, shall preside over all meetings. The President shall be responsible for guiding the direction of the organization and encouraging the generation of ideas for meetings and activities.

The Vice President shall preside at meetings in the absence of the President. The Vice President shall plan all meetings, provide speakers, and prepare agendas for all activities.

The Secretary shall keep a record of all meetings, preserve all papers relating to the chapter affairs, and prepare and submit all reports requested by the University, the Chapter Advisor, and the parent body – The American Institute of Chemical Engineers, - subject to presidential approval.

The Treasurer shall collect all dues and assessments promptly. The Treasurer shall keep adequate financial records and supply these to the officers or advisors upon request.

The Activities Chairperson shall be responsible for publicity of all chapter events. The Activities Chairperson shall organize all social events for the chapter. The Activities Chairperson shall develop and promote the election of officers procedure.

### ARTICLE III – FINANCIAL ORGANIZATION

A committee composed of the retiring Treasurer, the retiring President, the President-elect, and the Treasurer-elect shall submit a financial statement for the preceding school year to the parent organization and the Student Activities Center.

### ARTICLE IV – MEETINGS

Meetings shall be called by the President or acting President at any time deemed necessary, provided a minimum of one week's notice is possible.

### ARTICLE V – AMENDMENTS

Amendments to the by-laws shall be proposed and adopted by the procedure set forth in Article VI of the Constitution.

**ARTICLE VI – ADDITIONAL POSITIONS**

The President shall name two students to the positions of Engineering Student Council Representatives. These students shall be appointed in the month of October and remain in office throughout the school year. One position shall be held by a freshman or sophomore and the other position by a junior or senior. At least one Engineering Student Council Representative must be present at each Engineering Student Council Meeting. If neither representative is available to attend a meeting, a proxy must be sent from the chapter. The President may remove a representative for negligence of duties and appoint a new representative.