

# **American Institute of Chemical Engineers**

## **Executive Student Committee Bylaws**

### **Article I - Name**

The name of this committee is the Executive Student Committee (ESC) of the American Institute of Chemical Engineers (AIChE).

### **Article II - Objectives**

The objectives of this committee are (1) to help grow and improve Student Chapters of AIChE, (2) to encourage inter-chapter communication, (3) to serve as a liaison between Student Chapters and AIChE Staff and the Student Chapters Committee (SCC), (4) to motivate Student Chapter members to be active in other aspects of AIChE (hereafter referred to as the “Institute”), and (5) to encourage Student Chapter members to continue their relationship with the Institute beyond graduation.

### **Article III - Membership**

To be eligible for membership in the ESC, the candidates applying must:

1. be an active member of AIChE and in good standing
2. be a member of their respective AIChE Student Chapter
3. be pursuing a B.S. in Chemical Engineering or related field with an anticipated graduation date after the end of the position’s term

### **Article IV – Executive Board Members**

#### Section 1: Positions

The Executive Board shall be comprised of the Chair, Past Chair, Vice Chair, National Director and Global Director.

#### Section 2: Duties of Executive Board Members

The following shall be the responsibilities of the Chair during his or her term:

- Provide leadership and direction for the committee.
- Execute all laws as established in the Bylaws.
- Preside at ESC meetings.
- Serve as an ex-officio member of all temporary subcommittees.
- Serve as an ESC representative at SCC meetings.
- Oversee the creation and distribution of the monthly ESC newsletters.
- Maintain the ESC website.
- Lead Executive Board meetings at times deemed necessary by the Chair.
- Lead the ESC Meeting and Presidents Meeting at the Annual Student Conference

The following shall be the responsibilities of the Past Chair during his or her term:

- Remain available to answer questions or engage in discussion with ESC leaders.
- Serve as an advisor for the Executive Board.

The following shall be the responsibilities of the Vice Chair during his or her term:

- Preside at ESC meetings in the absence of the Chair.
- Serve as an ESC representative at SCC meetings in the absence of the Chair.
- Coordinate joint efforts with other Institute entities, including the Young Professionals Committee and Local Sections.
- Assist the Chair in leading the ESC Meeting and Presidents Meeting at the Annual Student Conference.

The following shall be the responsibilities of the Director positions:

- Oversee his or her respective regional subcommittees.
- Lead monthly meetings with respective subcommittee chairs to discuss the status of the Regions and relative ESC initiatives.

The National Director shall oversee the 9 domestic regional subcommittees:

1. Mid-America Regional Subcommittee
2. Mid-Atlantic Regional Subcommittee
3. North Central Regional Subcommittee
4. Northeast Regional Subcommittee
5. Pacific Northwest Regional Subcommittee
6. Rocky Mountain Regional Subcommittee
7. Southern Regional Subcommittee
8. Southwest Regional Subcommittee
9. Western Regional Subcommittee

The Global Director shall oversee the 5 international regional subcommittees:

1. Latin America Regional Subcommittee
2. Asia-Pacific Regional Subcommittee
3. Middle East Regional Subcommittee
4. Southern Asia Regional Subcommittee
5. Europe and Africa Regional Subcommittee

### Section 3: Election of Executive Board Members

Executive Board elections shall be held at the ESC meeting at the AIChE Annual Student Conference. The elections will be of drop-down format and will occur in the following order:

1. Chair-Elect
2. Vice Chair-Elect

3. National Director-Elect
4. Global Director-Elect

Each ESC member present will have one vote to cast for each position. The candidates will not have a vote to cast for the position they are running for. The candidate with the plurality vote will be elected. In the case of a tie, the Chair's vote will serve as the tie-breaker.

A candidate does not need to be present at the meeting to run for a position.

#### Section 4: Executive Board Member Terms

The terms for Chair-Elect, Vice Chair-Elect, National Director- Elect, and Global Director-Elect shall begin upon election at the Annual Student Conference and will end on May 1<sup>st</sup> of the following year. At that time, the Elect positions will take over for their respective positions, being Chair, Vice Chair, National Director, and Global Director. The term for these positions will end exactly a year later, on May 1<sup>st</sup> of the following year. When the Chair term concludes, the position holder will serve as Past Chair for exactly a year, until May 1<sup>st</sup> of the following year.

#### **Article V – Subcommittees**

There shall be one subcommittee of the ESC for each Region of AIChE Student Chapters, totaling 14 subcommittees. Each subcommittee shall carry out the objectives stated in Article II with the respective Region's Student Chapters. Each subcommittee shall have a Chair, referred to as, "Regional Chair", and committee members, referred to as "Regional Liaisons".

Additional temporary subcommittees of the ESC may be formed as deemed necessary by the Chair of the ESC. Additional subcommittees will have a chair and committee members as appointed by the ESC Chair.

#### **Article VI – Regional Subcommittee Positions**

##### Section 1: Duties of Regional Chairs

The following shall be the responsibilities of a Regional Chair during his or her term:

- Oversee the Regional Liaisons serving the Region.
- Assign Student Chapters in the Region amongst the Regional Liaisons.
- Lead monthly calls with the Regional Liaisons serving the Region.
- Ensure that the Regional Liaisons are meeting with their assigned Student Chapters monthly.
- Host bi-annual All-Region calls with the Region's Student Chapter Presidents, ESC Officer Liaisons, Regional Liaisons, and an AIChE Staff member in attendance.
- Attend every All-ESC calls held.
- Participate in monthly calls with the other Regional Chairs.
- Domestic Regional Chairs are expected to attend the Presidents Meeting at the Annual Student Conference and lead the Presidents Meeting at the Regional Student Conference.
- Select a Regional Chair for the next term, as dictated by Article VI, Section 2.

## Section 2: Duties of Regional Liaisons

The following shall be the responsibilities of a Regional liaison during his or her term:

- Correspond with assigned Student Chapters in his or her Region monthly
- Help grow and improve assigned Student Chapters, assist with any problems the Chapters may encounter, and serve as a liaison between the Student Chapters and the Regional Chair.
- Attend every All-ESC calls held.
- Participate in monthly calls with the other Regional Liaisons.
- Domestic Regional Liaisons are expected to attend the Presidents Meeting at Annual and Regional AIChE Student Conferences.

## Section 3: Selection Process for Regional Chairs

A Regional Chair to serve the following term shall be selected by the Regional Chair currently serving. The selection of domestic Regional Chairs shall be made prior to the Region's Student Conference. The selection of international Regional Chairs shall be made prior to May 1<sup>st</sup>. The selected candidate will be appointed as the incoming Regional Chair with approval by the Executive Board. A Regional Chair is allowed to serve a consecutive term upon approval by the Executive Board. The incoming domestic Regional Chairs' term will begin at the Regional Student Conference and end at the following year's Regional Student Conference. The incoming international Regional Chairs' term will begin May 1<sup>st</sup> and end on May 1<sup>st</sup> of the following year.

## Section 4: Selection Process for Regional Liaisons

Candidates for a Regional Liaison position must apply online through the ESC's website. Regional Liaison selections shall be determined by the outgoing Regional Chair with consideration by the incoming Regional Chair and are subject to approval by the Executive Board.

## **Article VII - Impeachment Procedures**

Any violations of the Bylaws or any other act detrimental to the ESC itself shall be reviewed by the Executive Board, which shall have the power to sanction the offending member. The maximum sanction shall be expulsion from the ESC.

In order for an Executive Board Member to be removed from his or her position, the following procedures must be followed:

1. A petition shall be made to the Executive Board with signatures of a majority of voting members citing the reason for removal.
2. The Executive Board shall notify the Executive Board Member of the impeachment petition within seven days after receiving the petition.
3. The Executive Board shall call for a vote on impeachment by the ESC following the Executive Board Member's notification.

4. Removal from office shall require a two-thirds approval of the ESC.

### **Article VIII – Filling Vacant Positions**

In the case of a resignation or removal of any Executive Board Member, the following procedures must be followed:

1. The Chair shall appoint an interim acting Executive Board Member. If the Chair is the vacant office, the Vice Chair shall assume the Chair's role and complete the Chair's remaining term.
2. The Chair shall call for a general election to fill the vacant position.
3. The candidate with the plurality vote shall fill the vacant position.

A vacant Regional Chair position shall be filled by appointment made by the respective Director. A vacant Regional Liaison position shall be filled by appointment made by the Regional Chair, upon approval by the respective Director.

Any vacant positions filled will serve until the end of the original term.

### **Article IX - Amendments to the Bylaws**

Amendments to the Bylaws may be proposed by any member of the ESC. Adoption of an amendment shall be by two-thirds vote of the ESC and are subject to the approval of the SCC.