

## **NM Tech AIChE Constitution**

### ***Article I – Name***

The name of this organization shall be the New Mexico Institute of Mining and Technology Student Chapter of the American Institute of Chemical Engineers.

### ***Article II – Objects***

The objects of this chapter shall be (1) to promote the professional development of its members by its programs and by its relations with other Student Chapters and with the parent body, the American Institute of Chemical Engineers, and (2) to contribute to the development of chemical engineering at New Mexico Institute of Mining and Technology through activities involving the faculty and student members.

### ***Article III – Membership***

Any science or engineering student interested in Chemical Engineering at the New Mexico Institute of Mining and Technology shall be eligible for membership.

#### **Amendment I—Membership**

Any student who has paid a student activities fee shall be eligible for membership.

### ***Article IV – Officers***

To direct the activities of the chapter, the following officers and committee members shall serve for the entire school year: President, Vice-president, Treasurer, Secretary, and Program Committee. The President and Treasurer, shall have held a Chapter membership for at least one complete term before being elected; however not more than half the Program Committee shall be seniors.

To represent the underclassmen, the following junior officers shall serve for the entire school year: Junior President, Junior Vice-president, Junior Treasurer, and Junior Secretary. All junior officers must be freshmen or sophomores.



### ***Article V – Election of Officers***

Election for the following school year of the officers listed in Article IV shall take place no later than the next to the last meeting of each school year. Nomination for President shall be by written ballot. Choice between the two candidates receiving the first and second largest number of nominating ballots shall then be made by written ballot. The remaining officers, except the members of the Program Committee, shall be elected by the same procedure in the order in which they are listed in Article IV.

Senior members of the Program Committee shall be elected by the chapter members who are juniors at the time of the meeting. The other members of the Program Committee shall be elected by all the chapter members present at the meeting. All other committees shall be appointed by the President. Any vacancies in officers which should occur before the end of the school year shall be filled by means of a special election conducted in the manner specified previously.

### ***Article VI – Amendments to the Constitution***

Amendments to the Constitution may be proposed at any regular meeting by any member of the chapter.

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

### ***Article VII – Custody of the Constitution and Bylaws***

One copy of the Constitution and Bylaws shall be in the possession of the President of the Chapter.

One copy of the Constitution and Bylaws shall be in the possession of the Advisor of the Chapter.

One copy of the Constitution and Bylaws shall be posted on the Chapter's official web site.

One copy of the Constitution and Bylaws shall be in possession of the Staff Associate, Student Activities, of the American Institute of Chemical Engineers for the permanent files of the Institute.

Each of the aforementioned officers shall promptly deliver his/her copy to his/her successor.



# **NEW MEXICO TECH**

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## **Bylaws**

### **Article I – Procedure**

The conduct of each meeting shall conform to a generally recognized Rules of Order procedure, the following being hereby adopted:

### **Article II – Duties of Officers**

The President shall be the chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairman of the Program Committee and as an ex-officio member of all other committees.

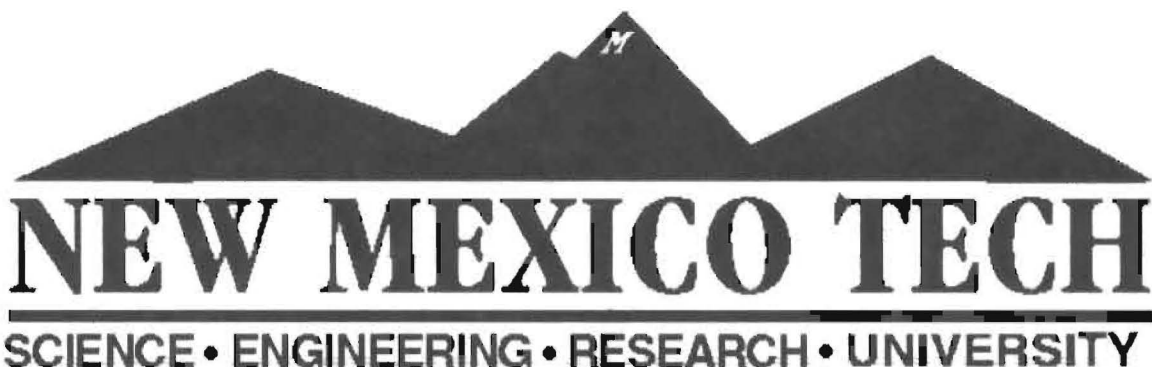
The Vice-president shall assist the President in the performance of his or her duties and shall preside at the meetings of all other committees.

The Secretary shall keep a record of all meetings in parliamentary form. He or She shall preserve all papers relating to the affairs of the chapter and deliver the same promptly to his or her elected successor. The Secretary shall prepare, obtain the written approval of the President for, and promptly submit all formal or informal reports requested by the Chapter Advisor or the officers of the Student Chapters Committee.

The Treasurer shall collect all dues and assessments promptly. He or She shall keep adequate financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. Upon request of the President he or she shall present an oral financial report at any meeting of the chapter. He/She shall present a complete and final written report at the last meeting of each school year, and at that time he shall deliver to his successor all chapter records and funds in his or her possession. He or She shall preside at meetings of the chapter in the absence of the President and Vice-president.

The Program Committee shall be responsible for planning and arranging for the various activities of the chapter.

The primary responsibilities of the junior officers are to represent the underclassmen in planning meetings and to gain experience in managing the affairs of the student chapter. The junior officers shall attend all officer meetings and assist the respective senior officer with his/her responsibilities.



**Article III – Dues**

No dues will be charged for membership.

**Article IV – Assessments**

Assessments for any specific purpose may be levied by a two-thirds vote of the members, attending any regular meeting of the chapter, provided such two-thirds majority shall include at least one-third of the members of the chapter.

**Article V – Amendments to the Bylaws**

Amendments to the Bylaws shall be proposed and adopted by the procedure specified in Article VI of the Constitution.

