**BY-LAWS OF THE AMERICAN INSTITUTE OF CHEMICAL ENGINEERS**

**UNIVERSITY OF TOLEDO STUDENT CHAPTER**

**ARTICLE I – EXPENDITURES AND REIMBUSEMENTS**

Section 1: Reimbursement of expenditures shall require:

1. A receipt for the expenditures.
2. A written description of the expenditure with the receipt.
3. To be for the benefit of the organization.
4. The treasurer’s written approval.
5. The written approval of one more officer of the executive committee and the faculty adviser in addition to the treasurer.

Section 2: Article I, Section 1, subsets a, b, c, d, and e being fulfilled, the treasurer may write a check from the organization’s account, up to the amount shown on said receipts, to the bearer of said expense.

Section 3: Expenditures over one calendar year old shall not be considered for reimbursement.

**ARTICLE II – DUTIES OF EXECUTIVE COMMITTEE**

Section 1: Duties of the Executive Committee shall be:

1. To discuss and reach conclusions on future plans for the organization.
2. To organize and keep general records for the organization.
3. To represent the organization where necessary.
4. To preside over student meetings.
5. To ensure the fair treatment of all members.
6. To recruit new members and grow the organization.
7. To determine if additional committees are needed to meet the needs of the organization.

**ARTICLE III – ACTIVE MEMBER STATUS**

Section 1: An active member shall be:

1. A recognized member of the organization as stated in Article III, Sections 1, 2, and 3 of the organization’s constitution.
2. Enrolled in a minimum of one credit hour at the University of Toledo.
3. Located close enough to the university to attend chapter meetings.
4. Approved by the executive committee with a majority vote deciding.

Section 2: Any member fulfilling the requirements stated in Article III, Section 1, subsets a, b, c, and d shall be considered active members.

Section 3: Active voting members shall be counted in determining quorum. They shall be given the right to vote on amendments and issues during meetings.

**ARTICLE IV – ELECTIONS PROCEDURES**

Section 1: Officers shall be elected by secret ballot.

Section 2: Each office shall constitute a separate slate.

Section 3: A majority of quorum of active members shall be required for election to office.

Section 4: Officers shall serve up to one calendar year before being required to run for re-election.

Section 5: An election for an office shall take place when said position is determined to be vacant as stated in Article V, Section 4, subsets a, b, c, and d of the organization’s constitution.

Section 6: Elections shall take place in the time stated in Article V, Section 3 of the organization’s constitution.

Section 7: Should an office become vacant after the time stated for elections the executive committee shall select a new officer from the active members of the organization. A two-thirds vote of the executive committee and faculty adviser approval shall be required to obtain said position.

**ARTICLE V – PARLIAMENTARY AUTHORITY**

Section 1: The rules of parliamentary practices set forth in Jones’ Handbook of Procedures shall govern the proceedings of this organization, subject to the special rules that have been or may be adopted.

**ARTICLE VI – AMENDMENTS**

Section 1: This organization’s by-laws may be adopted, amended, or repealed at any regular meeting by a two-thirds vote of the active members present, but subject to Article VIII of the organization’s constitution.