

# **SBE Student Chapter Chalmers – Chapter Constitution**

## **Article I - Name**

The name of this organization shall be SBE Student Chapter Chalmers.

## **Article II – Location of the organization**

The board is located in Gothenburg.

## **Article III – Type of organization**

The organization is a non-profit organization. The organization is affiliated to Chalmers' student union and is thereby obligated to follow their rules for affiliated organizations.

## **Article IV – Objectives**

The objectives 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, AIChE student chapters, the student chapters of other related engineering and scientific organizations, and with the parent body, the Society for Biological Engineering of the American Institute of Chemical Engineers, and (2) to promote the integration of biology with engineering and realize its benefits through bioprocessing, biomedical and biomolecular applications at Chalmers through activities involving the faculty and student members, including SBE participation with AIChE student chapters in its regional and annual conferences.

## **Article V – Relationship with parent organization**

AIChE (American Institute of Chemical Engineering) is the main organization in which SBE is a branch focused on biological engineering. SBE Student Chapter Chalmers belongs to the parent body SBE together with other student chapters from world wide universities. We follow their guidelines when building our organization.

## **Article VI – Independence**

The organization is not associated to any religion or political party.

## **Article VII – Year of activity**

The year of activity is from the 1<sup>st</sup> of May to the 30<sup>th</sup> of April.

## **Article VIII - Membership**

Any student enrolled at or professor employed by Chalmers and interested in being part of a technological community for engineers and applied scientists integrating engineering with biology shall be eligible for membership.

At least 50% of the members have to be members of Chalmers' student union.

## **Article IV - Officers**

The board is responsible for the organization's list of members, sponsorship applications, recruitment of new members, decisions made at the annual general meeting and other activities. They shall also ensure that the annual account is established, the annual report is written and that these are handed to the accountants of Chalmers' student union on their request. Furthermore the board has to inform the board of Chalmers' student union when a new board is elected and when the constitution is modified.

To direct the activities of the chapter, the following officers and committee members shall

serve calendar terms: President, Treasurer, and Program Committee.

Election of officers shall take place at the annual general meeting. Officers shall be selected by the board, and then elected at the meeting. Only members of the organization can be elected.

One person is not allowed to have more than one board position.

Any vacancies in officers which should occur before the end of the year shall be filled by means of a special election conducted in the manner specified previously.

#### **Article X – Accountants**

The accountants can be laymen.

The accountants'/laymen's obligations are to:

- continuously review the organizations economy and administration throughout the year.
- give revision reports based on the reviews.

Electable accountants are over 18 years old and are not members of the organization.

#### **Article XI – Annual general meeting**

The annual general meeting shall be held before the 30<sup>th</sup> of April each year. The board decides time and place of the meeting. For the meeting to be qualified it has to be announced two weeks in advance.

An additional general meeting shall be held if the board, the accountant or at least 50% of the members demands it. For the meeting to be qualified it has to be announced two weeks in advance. Only cases announced in the invitation can be discussed at the additional general meeting.

#### **Article XII – Authority to sign for the firm**

Those authorized to sign for the firm of the organization are the President and the Treasurer.

#### **Article XIII - Authority to vote**

Those authorized to vote are fully paying and present members. Only present members of the board are allowed to vote at the board meetings.

#### **Article XIV – Popular vote**

All questions handled at the general meeting or board meeting are settled through more than 50% majority.

#### **Article XV - 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 an annual general meeting, provided that such three-fourths majority shall include at least half the members of the chapter.

#### **Article XVI – Dissolution**

Dissolving the organization can only be proposed at the annual general meeting.

The debts of the organization shall be paid if dissolution occurs. The assets of the organization shall accrue another organization with similar objectives. How this will be executed is decided at the annual general meeting.

The board of Chalmers student union has to be informed.

#### **Article XVII- 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 possession of the Staff Associate, Student Activities, of the Society for Biological Engineers 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.

#### **Article XVIII - Duties of Officers**

The *President* shall be the chief executive officer of the chapter, shall preside at all meetings, and shall serve as chairperson of the Program Committee.

The *Treasurer* shall collect all dues and assessments promptly. He/she shall keep adequate financial records and permit their inspection by any other officer of the chapter upon request. Upon request of the President he/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/she shall deliver to his/her successor all chapter records and funds in his/her possession. He/she shall preside at meetings of the chapter in the absence of the President.

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

#### **Article XIX - Dues**

Undergraduate student members are not required to pay any dues to SBE Headquarters. Graduate and professional members of the chapter will have to pay dues to SBE Headquarters in addition to any chapter dues.

The existence of any chapter dues is decided at the annual general meeting.