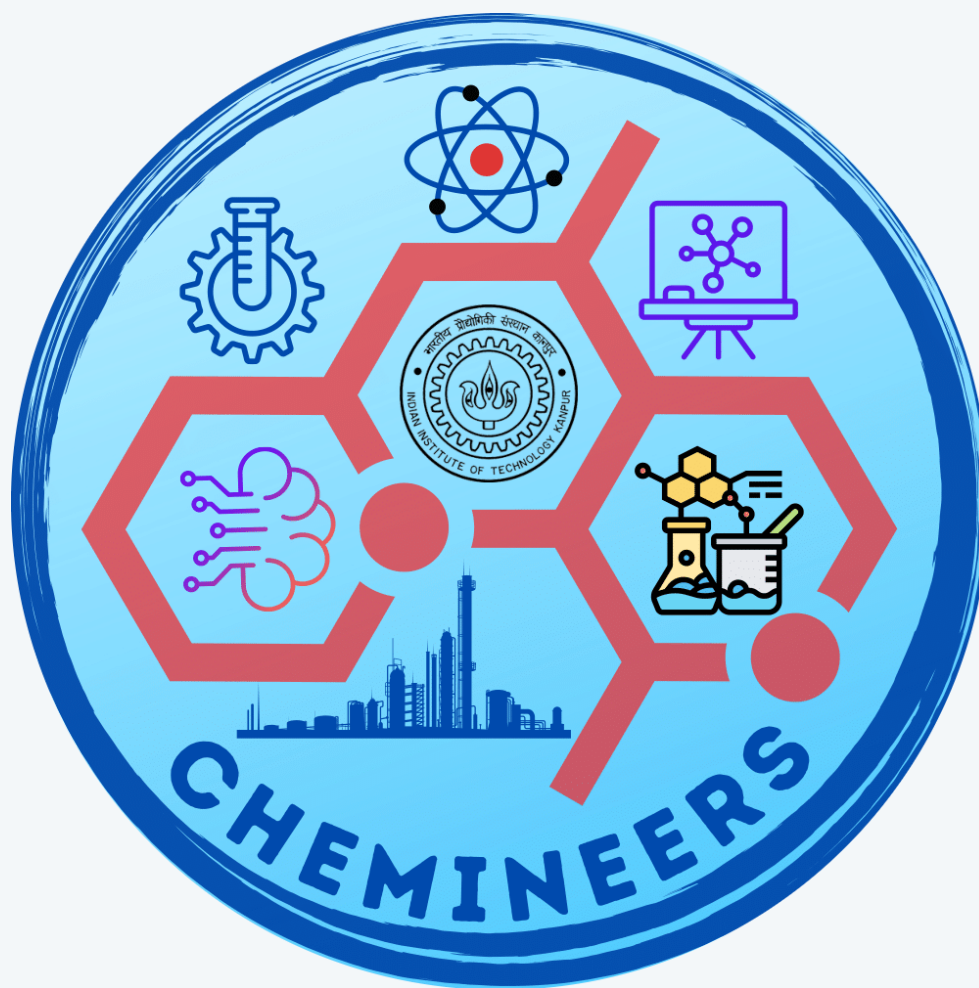


# CONSTITUTION



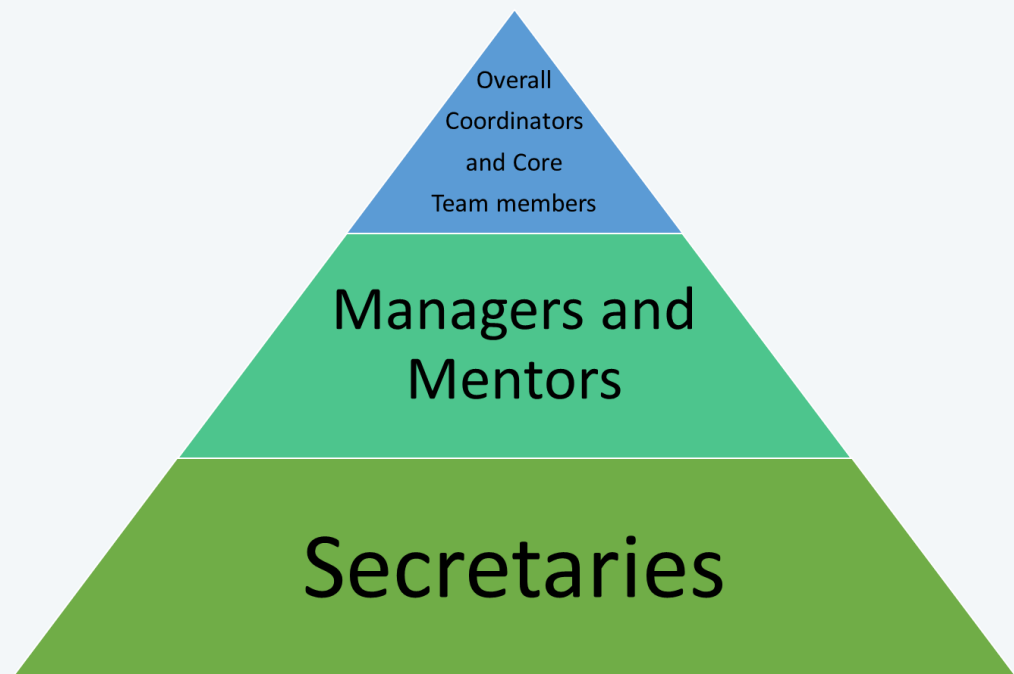
Chemineers Society  
Department of Chemical Engineering  
Indian Institute of Technology, Kanpur

# **ABOUT**

- Chemineers Society is a student body aiming to promote intellectual and cultural activities for the students of the Department of Chemical Engineering.
- It aims to help students identify campus resources and foster harmonious relationships among the students, faculty, and alumni of the CHE department and ensure that there is no communication gap between them.
- To ensure effective interaction, the society conducts various departmental events. These events may include the Happy Hours, Freshers Party, Alumni Talks, etc., to increase interaction between students and professors, juniors and seniors, students and alumni.
- It prepares students at an early stage to get acquainted with the opportunities present in the Department by conducting various events throughout the year.
- The Chemineers Society also tries its very best to ensure the upskilling of students, which would be helpful to them in the industry, by organizing various technical workshops, as well as computational and research projects with the help of Simutech.

# STRUCTURE

- The Chemineers body is headed by the Core Team, which includes one UG Overall Coordinator and one PG Overall Coordinator, in addition to other Core Team members. The number of Core Team members depends on the number of verticals to be managed, but capped at 7 members at maximum, and is desirable to have an equal representation from UG and PG students.
- The body comprises of Managers and Mentors to help conduct the various activities and projects respectively.
- The body also consists of secretaries to assist the Managers and Mentors in the engagement of community.



- One Faculty Convener along with three faculty advisors are also part of the body to provide necessary guidance.

# **FUNCTIONALITY**

## **Work of Overall Coordinators:**

1. The Overall Coordinators are also Core Team Members, but will act as a point of contact for all Chemineers Activities for the campus community who along with the help of other Core Team members, is responsible for the overall smooth functioning, logistics handling and steady growth of the Chemineers society and the student community.
2. He/She, along with Core Team Members, is responsible for bringing new initiatives for betterment of the students community and taking necessary actions depending upon the time and situation for perpetual growth for all.
3. He/She is responsible for coordinating the work of all wings of society.
4. UG Overall Coordinator will mostly look at the activities related to Undergraduate students, and PG Overall coordinator will mostly look after the activities of Post Graduate Students but they will also work together if it is needed for smooth conduction of any events.
5. The Overall Coordinator(s) will handle the finances of the society.

## **Selection of Overall Coordinators:**

The Overall Coordinator is mutually decided amongst the selected Core Team members after interviews. If there is no consensus, the previous outgoing Core team can assign the Overall Coordinators.

## **Work of Core Team Members:**

1. All the Core Team members, along with Overall Coordinator will be assigned one or more vertical namely Sessions, Web, Design, Competitions, MnP & Outreach, Intern Connect, ChemiGrad, Simutech (and others that may be added during the tenures), who will be primarily looking for all the activities within that vertical.
2. Core team member looking after activities of Simutech with the team, is responsible for coordinating technical workshops like MATLAB, COMSOL, ASPEN, Python etc. for the UG and PG students. He/She will be responsible for supervising the mentors whose job is to conduct departmental projects to the student community.
3. Only the Core team is authorised to send official communication regarding Chemineers Society, through the official email id ([chemsoc@iitk.ac.in](mailto:chemsoc@iitk.ac.in)). The Core team members handle the official email id.
4. The Core Team is responsible for maintaining and amending the constitution of Chemineers Society.
5. The current Core Team is responsible for handing over essential information, such as Minutes of the meetings, financial records, etc. to the next incoming Core Team.
6. The new incoming Core Team will also share a tentative list of activities planned for the year with the expected timelines to the faculty advisory committee within the first couple of weeks of taking over. The Core Team however holds the rights to modify these activities as it sees fit.

### Selection of Core Team members:

The new core team members shall be selected by interviews conducted by the previous core team members.

**Note:** Any student who joins the Chemineers Society as a core team member cannot leave the position midway, except in cases of extraordinary circumstances, and only with the approval of the faculty advisory committee.

### **Work of Managers:**

The Manager's primary responsibility revolves around the various events that the society organizes. The Manager's role is to plan, schedule, and organise events with the help and guidance of Core Team Members. Along with the team, he or she will be responsible for fostering positive relationships among students, professors, and other department stakeholders. Also, the Managers can take the assistance of secretaries, for organising and running various activities of the society. Some of the events that are organised by the Chemineer's society are:

- Departmental Orientation
- Freshers and Farewell
- Simutech Projects
- Industrial Talks
- Technical Symposiums
- Internship and Placement talks

- Happy Hour
- Industrial Trips

This ensures a good opportunity for the Managers to work in a team where they will learn **collaboration, team management**, etc. during task completion. Also, they will taste the pudding of **time management** between academics and extracurricular activities.

### Selection of Managers:

Managers are selected by the new and previous Core Team members through interviews.

### **Work of Mentor:**

1. He/She will be responsible for **leading a project** of his/her choice and expertise in order to train his/her juniors on any particular project topic, decided with consultation of the Core Team.
2. The project topics should have at least some relevance to **Chemical Engineering**.
3. The project duration can be long, up to an **entire semester, or could be flexible** depending upon the nature of the project. (Advisable Project duration: at least 2 months)
4. He/She will be responsible for conducting various technical workshops on topics like MATLAB, COMSOL, ASPEN, Python etc. in order to introduce the student community to various softwares and programming languages.

### Selection of Mentors:

Mentors are selected by the new and previous Core Team members through interviews.

### **Work of Secretary:**

As a member of the Chemineers Society body, he/she will have the opportunity to interact with seniors in the hierarchy and stay up to date on the latest developments in Chemical Engineering. Over his/her tenure, he/she will have some responsibilities as follows:

1. To assist the Managers in the execution of plans & events.
2. Improve the outreach of Chemineers society- through social media, blogs, etc.
3. Assist in the conduction of sessions and workshops for CHE students.
4. Come up with new ideas for Chemineers society to improve and grow further.

### Selection of Secretaries:

Secretaries are selected by the new and previous Core team members, and the managers and mentors through interviews.



### **Organising meetings:**

Each hierarchical level can call for a meeting of the members of the same level, as well as those below it.

For example- The Core team can call upon for meetings of the core team itself, as well as for the Managers, Mentors, Secretaries, separately or combinedly. Similarly, the Managers & Mentors can call upon for a meeting between themselves, or with secretaries.

Minutes of every meeting shall be created by the organizing authority in the form of scanned pages or in typed format. They'll be stored on a common drive link shared to all the members of the Chemineers body.

### **Passing over the baton to the next team:**

The outgoing Core Team will provide all the financial details & accounting to the incoming Core Team. The faculty convener and advisors can look into these accounts, if need be. An annual report, to showcase the work done by the outgoing team is also created annually. Similarly, all possible assistance will be provided to the incoming Core team to ensure a smooth transition of the Chemineers Society's leadership.

### **Conflict Resolution:**

In case of arriving at any decision for the Chemineers society, the majority (greater than 50%) among all the core team members will be considered. If there is still a conflict, the overall coordinators (UG & PG) will jointly decide. Still if there is an issue, then the Faculty coordinator can resolve the conflict.

**Amendment of the Constitution:**

The amendments shall be passed with 60% majority of the Core team only, including at least 1 UG & PG member from the Core Team in agreement with the 60% majority (assuming at least 1 UG & 1 PG member in the Core team). Additionally, any amendment must also get approval from the faculty advisor of Chemineers Society.