
American Institute of Chemical Engineers

Student Chapter (KKU)

Guideline

2021

Prepared by:

Ahmed Hussain Alqahtani-**President**

Suliman Ali Suliman-**Vice President**

Riyad Yahya Asiri-**Secretary**

Approved by:

Dr. Basem Al-Alwan-**Chapter advisor**

Department Chair

Table of Contents

1	AIChE Overview	1
2	Student Chapter	2
2.1	Introduction	2
2.2	Objectives	2
2.3	Membership	2
2.4	Benefits	2
2.5	Services	3
3	Chapter Advisor	5
4	Officers and Program Committee	6
4.1	Officers	6
4.2	Program Committee	6
5	Meetings Rules	7

1 AIChE Overview

The American Institute for Chemical Engineering (AIChE) is the biggest and oldest institute for chemical engineering in the world that has been established in 1908.

AIChE is the world's leading organization for chemical engineering professionals, with more than 60,000 members from more than 110 countries. AIChE has the breadth of resources and expertise you need whether you are in core process industries or emerging areas, such as translational medicine.

As a member, you can access information on recognized and promising chemical engineering processes and methods. Connect with a global network of intelligent, resourceful colleagues and their shared wisdom. Find learning opportunities from recognized authorities. Move forward professionally with AIChE and enrich the world we live in.

2 Student Chapter

2.1 Introduction

The institute has more 50 thousands chemical engineer from 100 different countries containing student chapters and professional organizations. Therefore , the institute is specialized in developing the professional side for the chemical engineers and enriching their knowledge in latest researches and studies of various chemical engineering fields.

2.2 Objectives

The **objectives** of this chapter shall be:

- 1- To promote the professional development of its members through its programs and its relations with other Student Chapters and with the American Institute of Chemical Engineers
- 2- To contribute to the development of chemical engineering department at King Khalid University through activities involving faculty and student members.

2.3 Membership

Any student enrolled in a curriculum in chemical engineering department at King Khalid University leading to a degree in chemical engineering shall be eligible for membership. Students enrolled in a related engineering discipline are also eligible for membership if they are interested in chemical engineering as a profession.

2.4 Benefits

In a competitive, ever – changing world, you need professional support to guide you on your journey and help you reach your destination.

AICHE, the global home of chemical engineers, gives you your first professional credential, exciting networking and mentorship opportunities, essential educational and technical resources and career services – all the tools you need, all in one place. Plus, eligibility for more than \$50,000 (USD) in scholarships and awards, just for belonging.

Develop your leadership skills. Gain technical knowledge. Build your chemical engineering network. Apply for scholarships and awards. Take advantage of exclusive member savings.

With an AIChE student membership. You have access to resources and benefits that will help you optimize your time at college and make a smooth transition from classroom to a career.

2.5 Services

1- Conferences

- Annual Student Conference
- 9 Regional Student Conferences in the US

2- Competitions

- Chem-E-Car®
- Student Design Competition
- Student Poster and Paper Competitions
- Global Undergraduate Student Video Competition
- ChemE Jeopardy

3- Network & Career Development

- >50 scholarships totaling over \$50,000

4- People & Community

ChEnected

- Online blog posts
- Read, view, contribute, and engage with posts

AIChE Engage

- Student Central: Online community for ChemE students
- Mobile App available

Local Sections

- Network with peers at regular meetings
- ~ 90 Local Sections
- Virtual Local Section

Divisions and Forums

- Free membership for up to two divisions or forums
- Stay up-to-date on trends

Forums	Divisions
<ul style="list-style-type: none">▪ Chemical Engineering & the Law Forum (ChE&L)▪ Computational Molecular Science & Engineering Forum (CoMSEF)▪ Nanoscale Science & Engineering Forum (NSEF)▪ North American Mixing Forum (NAMF)▪ Particle Technology Forum (PTF)▪ Pharmaceutical Discovery, Development and Manufacturing Forum (PD2M)▪ Sustainable Engineering Forum (SEF)▪ Upstream Engineering & Flow Assurance Forum (UE & FA)	<ul style="list-style-type: none">▪ Catalysis and Reaction Engineering Division (CRE)▪ Computing & Systems Technology Division (CAST)▪ Education Division (EDU)▪ Environmental Division (ENV)▪ Food, Pharmaceutical & Bioengineering Division (FP & BE)▪ Forest Bioproducts Division (FBP)▪ Fuels & Petrochemicals Division (F&P)▪ Management Division (MG)▪ Materials Engineering & Sciences Division (MESD)▪ Nuclear Engineering Division (NE)▪ Process Development Division (PD)▪ Safety & Health Division (S&H)▪ Separations Division (SEP)▪ Transport and Energy Processes Division (TEP)

5- Education Resources

SACChE Certification

- Process Safety courses
- Online: accessible anywhere at anytime

AIChE e-Library

- Free, interactive online access to more than 500 textbooks
- Latest research findings and conference reports
- Perry's Handbook and Knoval Database

AIChE Academy

- Archived digital library
- More than 2,000 presentations on technical subjects and career skills

6- Online Publications

Chemical Engineering Progress (CEP) Magazine

- Latest developments in cutting-edge technologies
- Business news
- Career advice

AIChExchange

- Monthly newsletter of Institute news

AIChE SmartBrief

- Weekly news summary of stories and trends
- Must-read news summarized

7- Leadership Development

Executive Student Committee (ESC)

- Student-run committee that serves AIChE Student Chapters
- Regional and International positions available to undergraduates

3 Chapter Advisor

An advisor for the Student Chapter shall be selected from the faculty of the department. The Advisor shall be a Fellow, Senior Member, or Member of the Institute and shall advise the Student Chapter in its relation to the Institute.

4 Officers and Program Committee

4.1 Officers

Officers of the chapter will **include the President, Vice President, Secretary and Treasurer**, each of whom must be a Student Member of the Institute. All officers shall have held a chapter membership for 2 semesters before being elected.

The **President** shall be responsible for providing leadership and direction for the chapter, shall preside at all meetings, and shall serve as chair 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/her duties and shall preside at meetings when the president is unable to attend.

The **Secretary** shall keep a record of all meetings. He/She shall preserve all papers relating to the affairs of the chapter. He shall preside at meetings of the chapter in the absence of the President and Vice President.

The **Treasurer** shall keep complete financial records and permit their inspection by any other officer of the chapter or by the Advisor upon request. He shall collect all dues and assessments promptly and submit a treasurer's report at chapter meetings. He/she shall submit a complete and final written financial report at the end of the school year. He/she shall preside at meetings of the chapter in the absence of the President, Vice President or Secretary.

4.2 Program Committee

The Program Committee shall consist of *minimum of four 4* chapter members, each of whom must also be a **Student Member of the Institute** [*International chapters may petition the Institute if they have to install officers who are not members of the Institute*].

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

5 Meetings Rules

We've two types of meetings Online and Offline meetings. The online meetings will be held on Digital Meetings Applications after agreeing from the organization such as: Zoom, Microsoft Teams, Blackboard Collaborate. Every session has reasons as following:

- a. To announce a change in direction.
- b. To provide motivation in the face of challenges and setbacks.
- c. To spark innovation and creativity.
- d. To set the expectation for excellence.
- e. To discuss and distribute the next works.

Meetings have a goal and requirement for held a meeting online or offline. Meetings could be held from Advice to president – Advice to president and Leadership – Advice to president, Leadership, and program committed.

The meeting must be recorded and registered in file with **Date, Time, Online\ offline meeting, Attendances and their positions, Purpose of the meeting, outlines, and Results of the meeting**

Regular meetings shall be held during the school year. Special meetings may be held at any time when called by the President or by two of the officers.

The offline meetings will be held in the center at the university and similar online meeting.

These rules will change any time depends on work, Corporative Management, Executive Management, and the situations.