

# AIChE Projects Leadership Member Strike System

American Institute of Chemical Engineers (AIChE) Projects  
at University of California, San Diego

Last Updated: April 11, 2020

## Warnings

1. An AIChE Projects leadership member will receive a warning if
  - (a) They fail to give advance notice a **minimum of 24 hours** in advance to the Program Director if a deadline cannot be met.
  - (b) They consistently fail to keep general communication with the leadership team. Reasons include, but are not limited to:
    - i. Failing to respond to group messages if a response is prompted.
  - (c) They are consistently late to meetings
    - i. “Consistently” defined as 10 minutes late, 3 times (with no reasoning or bad reasoning, the criteria of which will be decided by the leadership members who attended the meeting on time)
  - (d) A required meeting minutes summary is not sent within 72 hours (see “leadership meetings” requirement in strikes\*\*\*)

## Strikes

1. An AIChE Projects leadership member will receive a strike if
  - (a) They receive three warnings. *Note: six warnings leads to two strikes, and so on.*
  - (b) They do not meet the event requirements for the respective quarter (as tracked by a spreadsheet managed by the Program Director). Event requirements include:
    - i. Fall & Spring - Attend 4 required events
    - ii. Winter - Attend 2 required events
    - iii. (1) Outreach Event

- (c) They do not give the Program Director 24 hours advance notice if they must miss a mandatory AIChE Projects Event with a valid excuse. Events and their associated “valid” excuses are listed below:
    - i. Emergency/Prior arrangements **ONLY** are valid excuses:
      - A. Leadership meetings. \*\*\*If a leadership meeting is missed, a summary of the meeting minutes must be sent to the Program Director within 72 hours of the end of the meeting, otherwise a warning will be issued (see warnings section)
      - B. Fall Welcome Night
      - C. Spring Showcase
    - ii. Emergency/class/other org or personal commitments:
      - A. AIChE Professional Development Workshop
      - B. AIChE Projects Technical Workshop
      - C. (1) of 2 AIChE GBMs
      - D. PM Alignment Meeting
      - E. AIChE Projects Interviews
2. Strike carry-over policy:
- (a) Strikes will not carry over to the following academic year, but will carry throughout the quarters of that academic year

## Consequences of Strikes

1. Strike one: Talk with Program Director
2. Strike two: Talk with Program Director & Other Executive Leadership
3. Strike three: Termination of leadership position