

Standard Operating Procedure for AIChE Projects Member Affairs

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

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Prerequisites to Joining a Team

1. Fill out AIChE Projects Recruitment Form, released every Fall and Spring Quarter.
2. Project Managers (PMs) will interview the applicants either in person or over a (video) call.
3. Final decisions will be released at the discretion of PMs and the Projects Director.

New Members Requirements

1. Pay AIChE Dues (\$15).
2. Fill out information in contact form.
3. Attend mandatory AIChE Projects events, if a 48 hour notice is not given in advance except in cases of extreme emergencies (e.g. hospitalization). See AIChE Projects General Member Strike System for more detailed member expectations.

Transferring Between Teams

1. Criteria for transfer:
 - (a) The AIChE Projects member who would like to transfer must have a strong reason for doing so (i.e. does not want to transfer simply because they are not interested in their team). Acceptable reasons include but are not limited to:
 - i. Irreconcilable differences between the member who wishes to transfer and the PMs and/or project group as a whole.

- ii. The member who wishes to transfer believes that their voice is not heard and has taken several measures to resolve the issue, yet no change has been made.
2. Procedure for transferring:
- (a) A message must be sent to Projects Program Manager (PPM) explaining why they would like to transfer teams and to schedule a time to meet to further discuss the situation.
 - (b) After the scheduled meeting and if further action is to be taken, the PPM will message the PMs of BOTH the team they wish to leave and the team they wish to join individually detailing why the member wishes to transfer teams.
 - (c) The prospective PM is able to accept the transfer and schedule a formal interview or deny the transfer including their reasoning.
 - (d) If the transfer is denied, the member may appeal via a meeting with the prospective PM(s) where they can make their case.
 - (e) The transferring member must have a 15 minutes interview with prospective Project Manager(s) or a chosen representative of the team they wish to transfer into.
3. Transfer request frequency:
- (a) Transfer requests can only be made once per year.

Leaving AIChE Projects

1. A message must be send to the current Project Managers detailing why the member wishes to leave the team
2. The team member in question has the ability to request either a determined period of leave from AIChE Projects, or to leave AIChE Projects permanently
 - (a) Leave period must be approved by Project Manager(s). If denied, the member can appeal the leave period to the Program Manager
3. PM's MUST notify Program Director when an individual has left the team