

Constitution of the Engineers Without Borders USA University of Washington Student Chapter

Article I – Name

- 1.1 The name of this organization shall be Engineers Without Borders, University of Washington Student Chapter.
 - 1.1.1 The official abbreviation of Engineers Without Borders, University of Washington Student Chapter shall be “EWB-UWS”.

Article II – Affiliation

- 2.1 The Engineers Without Borders, University of Washington Student Chapter (EWB-UWS) is a chapter of Engineers Without Borders – USA (EWB-USA).

Article III – Purpose/Mission

- 3.1 The mission of EWB-USA is to support community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders.
- 3.2 The vision of EWB-USA is a world in which the communities we serve have the capacity to sustainably meet their basic human needs, and that our members have enriched global perspectives through the innovative professional educational opportunities that the EWB-USA program provides.
- 3.3 The purpose of EWB-UWS is to carry out the mission and vision of EWB-USA by helping disadvantaged communities improve their quality of life and by educating members about global issues through the implementation of socially, environmentally, and economically sustainable engineering projects.
- 3.4 In the interest of implementing the mission statement, EWB-UWS shall:
 - 3.4.1 Follow all rules and regulations published by EWB-USA for affiliated student chapters.
 - 3.4.2 Raise awareness of development issues and the critical role of engineers to engage in socially responsible endeavors.
 - 3.4.3 Support students, faculty, and professionals interested in the design and implementation of appropriate technologies within developing communities.
 - 3.4.4 Create and support events or activities that enable EWB-UWS to achieve the goals of the mission statement.
 - 3.4.5 Publicize research opportunities and encourage students to undertake research on technical development problems, and ensure that the completed research undertaken as an official EWB-USA project is provided to EWB-USA for inclusion in its database.

Article IV– Membership

- 4.1 Any University of Washington student may become a member of EWB-UWS and be granted general voting privileges by meeting the following requirements.
 - 4.1.1 Complete the EWB-UWS application for new members and submit it to the Secretary.
 - 4.1.2 Register with EWB-USA as a student member of EWB-UWS.
 - 4.1.3 Attend two or more official EWB-UWS meetings during the academic year.
- 4.2 An EWB-UWS student member must be registered for the current academic year as an undergraduate or graduate student at the University of Washington and must be in good academic standing with the University.
- 4.3 Membership in EWB-UWS shall not be denied to any student on the basis of race, color, nationality, ethnicity, religion, sex, gender identity, gender expression, ancestry, military status, parental status, sexual orientation, age, marital status, disability, or financial status.
- 4.4 No chapter membership fee shall be assessed of student members by EWB-UWS.

Article V – The Executive Committee

- 5.1 The Executive Committee (EC) shall include elected executive officers and committee directors (executives) as follows: President, Vice President, Secretary, Treasurer, Fundraising Director, Projects Director, and Publicity Director.
- 5.2 Only EWB-UWS members are eligible for an executive position.
 - 5.2.1 Members in co-op, internship, or other programs that prevent them from serving in an executive office for a full term shall be eligible to serve concurrently with an individual who will be present for the full term.
- 5.3 The term of office for executive offices.
 - 5.3.1 The term of office for all executives shall be from the first day of the summer academic quarter following election until last day of the spring academic quarter of the following year.
 - 5.3.2 During the first spring academic quarter, officers-elect shall work with the current officer to facilitate the transfer of leadership.
- 5.4 Responsibilities of the EC include:
 - 5.4.1 Perform duties that enable fulfillment of the EWB-UWS mission as stated in Article III.
 - 5.4.2 Manage activities and events of EWB-UWS.
 - 5.4.3 Oversee financial matters in accordance with Article VII.
 - 5.4.4 Appoint committee chairs, project leaders, webmaster, and other chapter leadership as needed.
 - 5.4.5 Approve a quarterly meeting calendar prior to each quarter.
- 5.5 At most, an executive may be absent for two (2) general or EC meetings in an academic quarter.
 - 5.5.1 Absence may be excused in case of emergency or if prior written or in-person notice has been given to and acknowledged by the EC at least one (1) week prior.

Article VI – Vacancy of Office

- 6.1 The Vice President shall assume the responsibilities of any vacant office until filled.
 - 6.1.1 In the case of a vacancy of the Presidency, the Vice President, acting as the new President shall remain as President and initiate an election for a new Vice President
 - 6.1.2 In the case of a vacancy of the Vice Presidency, the President shall assume responsibilities until election of a new Vice President.
- 6.2 The President shall notify all EWB-UWS members that nominations are open for the vacant office within seven (7) days of the vacancy.
- 6.3 Nominations shall follow Article 4.4 of the By-Laws.
- 6.4 The replacement shall be elected by an EC vote at the next EC meeting.
- 6.5 If an executive other than the President or Vice President determines that s/he is unable to serve for any reason, they shall notify the EC. The EC shall take appropriate action at their discretion.

Article VII – Budget and Finances

- 7.1 The fiscal year for the EWB-UWS fiscal calendar shall begin on the 1st of October, with subsequent fiscal quarters beginning on the 1st of January, April, and July.
- 7.2 The Treasurer shall prepare an annual budget for approval by the EC.
 - 7.2.1 A draft of the budget will be presented to the EC in the spring quarter.
 - 7.2.2 No EWB-UWS expenditure may be incurred until approval of the annual budget.
- 7.3 An end-of-quarter financial report shall be presented to the EC at the second EC meeting of the following quarter.
- 7.5 Approval of the EC must be attained for any expenditure exceeding an amount delegated in the annual budget.

Article VIII – Meetings

- 8.1 General membership meetings shall take place at least two times during each academic quarter except the summer quarter.
 - 8.1.1 A social general meeting shall take place once during each quarter of the academic year.
- 8.2 A copy of the most current EWB-UWS Constitution and By-Laws shall be available at every EC and general membership meeting; an electronic copy is permitted.

Article IX – Signing Officers

- 9.1 The Faculty Advisor(s), President, Vice President, and Treasurer of EWB-UWS shall have joint signing authority over EWB-UWS.
- 9.2 Signing of any binding agreement or statement must be approved by the EC.

Article X – Amendments

- 10.1 Any active member of EWB-UWS may submit a proposal for an amendment to the EWB-UWS Constitution or By-Laws at any EC meeting.
- 10.2 The amendment shall be read at two consecutive EC meetings with a vote held upon the second reading.
 - 10.2.1 After the first meeting, the proposed amendment shall be distributed to all members.
 - 10.2.2 All members may comment on the proposed amendment.
- 10.3 An amendment shall be ratified in accordance with voting procedures outlined in Article I of the By-Laws.
- 10.4 Following the ratification of any amendment to the EWB-UWS Constitution or By-laws, the following activities must occur within 10 days or prior to the next general or EC meeting, whichever comes first:
 - 10.4.1 The President shall revise the Constitution and By-laws with the amended provisions and distribute the amended Constitution and By-laws to all members.
 - 10.4.2 The Webmaster shall post a copy of the amended Constitution and By-laws on the EWB-UWS website.

By-Laws of the Engineers Without Borders USA University of Washington Chapter

Article I – Voting Procedures

- 1.1 A general membership vote may be cast for decisions concerning the EWB-UWS Constitution and By-Laws, EWB-UWS general direction, EC elections, and any items the EC deems necessary. An EC vote is required for all other voting matters.
- 1.2 All general membership voting shall be announced a minimum of one week in advance. This excludes EC elections, as discussed in Article VIII of the Constitution.
- 1.3 A simple majority is required to pass a decision in both general membership and EC votes.
 - 1.3.1 In the event of a tie in a general vote, the EC shall vote.
 - 1.3.2 If the vote of the EC also results in a tie, a final decision shall be made by the President.
 - 1.3.3 In the event of a conflict of interest by the President in a tie-breaking vote, the next person in the order of succession without a conflict of interest shall make the final decision.
- 1.4 A quorum is required for a vote to be valid.
 - 1.4.1 A quorum for a general membership vote shall consist of at least one-third of all EWB-UWS members.
 - 1.4.2 A quorum for an EC vote shall consist of at least two-thirds of the EC.

Article II – Duties of the Executive Committee

- 2.1 All EC members shall be a positive representative of EWB-UWS and perform duties enabling the achievement of the EWB-UWS and EWB-USA mission statement goals.
- 2.2 The chair for all general and EC meetings shall follow the Order of Succession.
- 2.3 Responsibilities of the **President** include:
 - 2.3.1 Ensure the conduct of EWB-UWS is in accordance with the EWB-UWS mission statement.
 - 2.3.2 Maintain the status of EWB-UWS as a Registered Student Organization (RSO) of the University of Washington.
 - 2.3.3 Maintain the status of EWB-UWS as an EWB-USA affiliated student chapter.
- 2.4 Responsibilities of the **Vice President** include:
 - 2.4.1 Develop and direct annual and long term strategic planning efforts.
 - 2.4.2 Ensure all EWB-UWS documentation is archived in a central location.
- 2.5 Responsibilities of the **Secretary** include:
 - 2.5.1 Organize and distribute meeting agendas prior to all EC meetings.
 - 2.5.2 Record meeting minutes during EC and general meetings and distribute minutes to the corresponding email lists within (3) days.
 - 2.5.3 Manage the EWB-UWS email address.
 - 2.5.4 Manage the EWB-UWS postal box.
 - 2.5.5 Propose the quarterly meeting calendar prior to each quarter.
 - 2.5.6 Schedule meeting locations for EC and general meetings.
 - 2.5.7 Assist other executives, committee chairs, and leads in scheduling meeting locations as needed.

- 2.5.8 Maintain membership records, including records of attendance at meetings.
- 2.6 Responsibilities of the **Treasurer** include:
 - 2.6.1 Record income and expenditures for EWB-UWS.
 - 2.6.2 Manage all EWB-UWS financial accounts.
 - 2.6.3 Collect receipts for expenditures and issue reimbursements consistent with chapter policy.
 - 2.6.4 Ensure all financial regulations of UW RSOs and EWB-USA affiliated student chapters are followed.
 - 2.6.5 Be prepared to present the chapter's current financial status at every general and EC meeting.
- 2.7 Responsibilities of the **Projects Director** include:
 - 2.7.1 Monitor project information on EWB-UWS electronic media; develop information as needed.
 - 2.7.2 Oversee the adoption of new EWB-USA projects.
 - 2.7.3 Ensure all EWB-USA rules, regulations, documentation requirements, and deadlines are met for all EWB-USA projects adopted by EWB-UWS.
 - 2.7.4 Maintain all documentation related to all EWB-UWS projects.
- 2.8 Responsibilities of the **Fundraising Director** include:
 - 2.8.1 Coordinate with EWB-USA to seek funding from national and international organizations.
 - 2.8.2 Maintain a list of all donors.
 - 2.8.3 Organize fundraising events as needed.
 - 2.8.4 Appoint and manage fundraising committees as needed.
 - 2.8.5 Ensure every donor is sent a thank you note within one (1) month of donation.
- 2.9 Responsibilities of the **Publicity Director** include:
 - 2.9.1 Monitor all information on EWB-UWS electronic media; develop information as needed.
 - 2.9.2 Notify members and non-members of events and meetings as needed.
 - 2.9.3 Plan and organize for all UW RSO activities.
 - 2.9.4 Produce an EWB-UWS newsletter as requested by the EC.
 - 2.9.5 Maintain electronic presentations.
 - 2.9.6 Organize and coordinate presentations that are requested by other groups or departments.

Article III – Expenditure Reimbursement

- 3.1 EWB-UWS members who travel as a member of a chapter-affiliated assessment or implementation team with a previously approved budget shall be eligible for reimbursement for the following expenditures: traveler's insurance up to \$50 US; international airfare; in-country airfare; in-country lodging; project-related ground transportation.
- 3.2 Reimbursement of eligible member expenditures shall not occur until the travel team has submitted and received notice of satisfactory completion of post-travel documentation from EWB-USA.
- 3.3 Travel expenses for faculty advisor(s), professional mentor(s), and other non-student members may be eligible for reimbursement if included in the proposed project budget and approved by the EC, prior to project implementation.

- 3.4 Any exceptions to Article 3.1 of the By-Laws must be proposed to the EC with justification for approval.

Article IV – Elections

- 4.1 Elections shall occur during the winter academic quarter and shall be scheduled by the EC.
- 4.2 All executive positions shall be contested every year.
- 4.3 All EWB-UWS members shall be notified three weeks in advance of the election date that the nominations for all executive officer positions are open.
- 4.4 Nominations shall occur at a meeting to be held one week before the general election.
- 4.4.1 Self-nomination is permitted.
- 4.4.2 After the nomination meeting, nominees must submit to the President, in writing, a statement of their intent and qualifications for running.
- 4.4.3 The President shall distribute the submitted nominations to the general membership no later than two days before the election.
- 4.5 At the meeting during which the election is to be held, each nominee may deliver one (1) speech of no more than 3 minutes for each position for which he/she is running.
- 4.6 The President shall decide any issue concerning administration of an election in which he/she is not a contestant. If the President is ineligible to serve in such a role, the Vice President shall do so.
- 4.7 The executives shall be elected in the following Order of Presidential Succession: President, Vice President, Secretary, Treasurer, Projects Director, Fundraising Director, Publicity Director.
- 4.8 Voting shall follow the procedures in Article I of the By-Laws.

Article V – Maintenance of Membership

- 5.1 Any EWB-UWS member who has not attended two (2) regularly scheduled EWB-UWS meeting in three academic quarters shall have all voting privileges revoked.
- 5.2 Any member may be charged by any other member with conduct not in accord with the purpose of EWB-UWS and EWB-USA.
- 5.2.1 Accusation must be submitted to the President, Vice President, or a Faculty Advisor in writing.
- 5.2.2 The accusing and accused members shall be given at least one (1) week's notice of a hearing before the EC.
- 5.2.3 The President, Vice President, or Faculty Advisor shall present the accusation at the hearing.
- 5.2.4 The accused member shall be given a maximum of ten (10) minutes to present their defense.
- 5.2.5 An EC vote shall determine any disciplinary action and shall occur whether the accused member is present or relinquishes his/her right to speak at or attend the hearing.
- 5.2.6 At the discretion of the EC, one of the following disciplinary actions shall occur as a result of a vote finding the accused guilty.
- 5.2.6.1 A warning shall be issued.
- 5.2.6.2 The offending member shall be expelled from membership.



- 5.3 Any member whose membership in EWB-UWS has been terminated in any manner shall forfeit all interest in any funds or other property belonging to EWB-UWS and shall not identify as an EWB-UWS or EWB-USA member in any regard.
- 5.4 Any member whose membership in EWB-UWS has been terminated by action of the EC may appeal his/her expulsion, in writing, and within two weeks of the termination to a Faculty Advisor.

Article VI – Impeachment

- 6.1 Impeachment and removal of an executive may occur as a result of non-fulfillment of position responsibilities.
- 6.2 A member may be removed from an executive position without forfeiting membership in EWB-UWS.
- 6.3 An impeachment petition may be filed by any member to the EC.
 - 6.3.1 A petition must be backed by at least three EWB-UWS members to be valid.
 - 6.3.2 The petition must state all reasons for removal.
- 6.4 If a petition is found to be valid the EC shall notify all members and schedule a general member vote for a date within fourteen days of the filing of the petition.
 - 6.4.1 Notification shall occur at least one week prior to the vote.
 - 6.4.2 The petition's stated grievances shall be read at the meeting.
 - 6.4.3 The charged executive may respond to the charges of the petition in a statement no longer than ten (10) minutes.
 - 6.4.4 Removal from office shall be decided by a vote of the general membership.

Article VII – Rules of Order

- 7.1 “Robert’s Rules of Order, Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by the By-Laws.