

Engineers for a Sustainable World

Iowa State University Chapter **Constitution**

Founded: August 2003

Article I – Name

- 1.0 The name of this organization shall be Engineers for a Sustainable World at Iowa State University, abbreviated ESW-ISU.

Article II– Affiliation

- 2.0 ESW-Iowa State University will be affiliated with Engineers for a Sustainable World and their associated chapters founded at various post-secondary institutions throughout the United States.

Article III– Mission Statement

- 3.0 To engage students in reducing poverty by improving environmental, social, and economic sustainability worldwide.
- 3.1 ESW-ISU was founded to:
 - 3.0.1 Partner technical and educational resources to develop sustainable technological solutions in communities where need has been locally identified.
 - 3.0.2 Promote awareness of technological challenges in underserved communities.
 - 3.0.3 Promote awareness of sustainable technology appropriate to the community in terms of culture, resources, and local demand.
 - 3.0.4 Form and sustain dynamic partnerships between students, academia, and professionals in service to ESW.

Article IV– Objectives

- 4.0 ESW-ISU will bring together those with interest in the development and implementation of appropriate technologies in partnership with developing communities. In the interest of implementing the mission statement, the objectives of ESW-ISU are to:
 - 4.0.1 Raise awareness of development issues and the critical role of engineers to engage in socially-responsible endeavors.
 - 4.0.2 Support students, faculty, and professionals interested in the design and implementation of appropriate technologies with developing communities.
 - 4.0.3 Create and support events or activities that enable ESW-ISU to achieve the goals of the mission statement.

Article V– Membership and Voting

- 5.1 There is a \$10 national membership fee associated with being a student member of ESW-ISU.
- 5.2 All paid members of ESW will have voting rights within this university chapter of ESW.
- 5.3 Any general vote may concern the constitution, budget, ESW-ISU general directions, elections and anything the executive officers deem necessary.
- 5.4 All general votes will be announced a minimum of one week in advance excluding elections discussed in Article IX.

5.5 In the event of a tie the Executive Board will put forth a vote.

Article VI – Executive Officers

6.1 Executive Board members shall be known as Vice-Presidents.

6.2 To be eligible for an executive position, one must be a paid member in good standing of ESW and be available for the full term of service.

6.2.1 Students in co-op and internship programs will be eligible if they run concurrently with a candidate that will be present for the full term of service.

6.3 A term of office for an executive will consist of an 18-month term beginning in March and ending in August of the following year. This term provides a 6-month transitional period for the orientation of new officers before the academic year.

6.4 Duties and responsibilities of the executive board:

6.4.1 Designate chairs and committee members as needed.

6.4.2 Direct activities and events of ESW-ISU and its events as defined in Article III and IV;

6.4.3 Approve any single expenditure incurred in the current term greater than two hundred and fifty dollars; approve a project and overall budget each semester.

6.4.4 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.5 President

The President will represent ESW-ISU to members of ESW, Iowa State University, ESW headquarters, and those external to ESW. Duties include:

6.5.1 Assume the duties of any vacant executive position until filled, with the exception of the Treasurer; A person other than the President must always hold the position.

6.5.2 Act as a chair for all general and executive meetings.

6.5.3 Act as one of the three signing authorities for ESW-ISU.

6.5.4 Develop and manage the advisory board.

6.5.5 Monitor the list-serve and the official email account, and maintain the e-mail list. The password is “esw”.

6.5.6 Appoint chairs to VP’s as deemed necessary.

6.5.7 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.5.8 Create an executive summary for ESW-National.

6.6 Vice President

The Vice President will be responsible for the coordination of ESW-ISU events and will be responsible for educating the public and outside groups of ESW’s core mission and values. Duties include:

6.6.1 Advertise, including posting of notices and events;

6.6.2 Maintain a list of advisers.

6.6.3 Organize event participants who are external to ESW- ISU. (e.g., guest speakers).

- 6.6.4 Reserve space for events and settle any remuneration required.
- 6.6.5 Have the goal of becoming president.
- 6.6.6 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.7 **Treasurer**

The Treasurer will be responsible for the handling of all funds associated with ESW. The Treasurer will be responsible for the solicitation of funds to support the mission of ESW. Duties include:

- 6.7.1 Prepare a proposed budget for approval.
- 6.7.2 Prepare financial statements once a semester, and send one to ESW-National at the end of the year.
- 6.7.3 Act as one of the signing authorities for ESW-ISU.
- 6.7.4 Track income and expenditures for ESW-ISU.
- 6.7.5 Collect receipts for “out-of-pocket” money spent and issuing reimbursement.
- 6.7.6 Coordinate the campus organization account.
- 6.7.7 Ensure that financial regulations of Iowa State University’s student organizations are followed.
- 6.7.8 Coordinate with ESW headquarters to seek funding from national and international organizations.
- 6.7.9 Organize any fundraising events needed if more money is needed to run events than ESW-ISU has in its possession.
- 6.7.10 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.8 **Secretary**

The Secretary will be responsible for the dissemination of information regarding the goings-on of the chapter and keeping all members informed of events and updates. Duties include:

- 6.8.1 Organize and coordinate the issuance of memberships and maintain the membership list.
- 6.8.2 Record, distribute and archive the minutes of all executive meetings;
- 6.8.3 Establish and maintain legacy documents online to use in the organization’s transition
- 6.8.4 Perform duties that enable ESW-ISU to achieve the goals of the mission statement.

6.11 **Local and International Vice Presidents of Projects**

The Local and International Vice Presidents of Projects will be responsible for disseminating information regarding projects on campus and through ESW’s national organization. Duties include:

- 6.11.1 Facilitate the integration of ESW-identified projects into courses offered by the university.
- 6.11.2 Maintain project portion of the web page to advertise community development-focused courses offered by the university.
- 6.11.3 Create proposals for internal and external funding.
- 6.11.4 Coordinate the progress of project teams.

6.12 Membership/Outreach Co-chairs

The Membership/Outreach Co-chairs will be responsible for coordinating educational events and extending ESW's message to the public. Duties include:

- 6.12.1 Making presentations, setting up personal meetings, and distributing educational content, etc.
- 6.12.2 Working to expand membership amongst students, faculty, staff, and professionals.

6.13 Webmaster

The Webmaster will be responsible for developing content (web, Powerpoint, brochures, etc.) that delivers specific chapter-related information to the public.

Article VII – The Budget

7.0 The Treasurer shall prepare a budget for approval by the executive prior to approval by the members such that:

- 7.0.1 A first draft of the budget must be approved within the first month of the Spring term, and in the first month in the case of the Fall term.
- 7.0.2 All modifications must be made by the third week of the semester at which time the budget will be voted on by the executive board.

7.1 A final financial statement shall be presented to ESW-National and the executive board at the end of the semester.

7.2 The bank balance:

- 7.2.1 Approval from a majority of execs must be sought for any expenditure greater than two hundred and fifty dollars over the budget.

Article VIII – Meetings

8.0 General meetings will take place at least once during each semester, beginning September and January.

8.1 The executive officers shall meet once a month or at the discretion of the President.

Article IX – Elections

9.0 Elections shall occur during the second to last general meeting of each term of office.

9.1 All ESW members will be notified three weeks in advance that the nominations for all executive officer positions are open.

9.2 A nominee may run for more than one position but may accept only one position.

9.3 Any issues concerning order and administration of elections shall be decided by the President.

Article X – Signing Officers

10.0 The Faculty Advisor, President, and Treasurer of ESW-Iowa State University will have joint signing authority over ESW-Iowa State University.

- 10.1 Signing of any binding agreement or statement must be arrived at with consultation with all members of the executive.
- 10.2 In the event of a conflict amongst the executive a decision will be reached by a vote of the full executive or the general assembly.