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Constitution



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# Article I

Name

## Section I: Organization Name

The name of this organization shall be Engineers Without Borders-Iowa State University Chapter.

# Article II

**Purpose**

## Section I: Engineers Without Borders – USA Mission Statement

“EWB-USA builds a better world through engineering projects that empower communities to meet their basic human needs and equip leaders to solve the world’s most pressing challenges. EWB’s vision is a world in which every community has the capacity to sustainably meet their basic human needs.”

The activities of EWB-USA range from the construction of sustainable systems that developing communities can own and operate without external assistance to empowering such communities by enhancing local, technical, managerial, and entrepreneurial skills. These projects are initiated by, and completed with, contributions from the host community working with our project teams.

## Section II: Engineers Without Borders – ISU Statement of Purpose

Engineers Without Borders - ISU aims to improve the lives of people in developing countries by cooperating with community leaders to implement engineering projects that meet basic human needs, inspiring community members to seek a better future, and developing student leaders to solve the world’s most pressing challenges.

## Section III: Engineers Without Borders – ISU Mission Statement

Through strong community-to-chapter partnerships, Engineers Without Borders - ISU will help communities sustainably meet their basic human needs by providing engineering, financial, administrative, labor, and material resources.

## Section IV: Engineers Without Borders – Vision

Engineers Without Borders - ISU’s vision is a world in which every partner community has the capacity to sustainably meet the basic human needs of their citizens

## Section V: EWB-ISU Goals

A) Train next generation of internationally responsible engineering leaders

B) Promote long term growth in standard of living through cultural awareness and technical excellence

C) Promote sustainable initiatives in the context of global and local communities

D) Continue to establish EWB-ISU as a reputable and trusted community at local, State, and global scales

E) Establish an internal culture that values trust, transparency, philanthropy, courage and excellence

# Article III

**Statement of Compliance**

## Section I: Statement of Compliance

1. Engineers Without Borders – ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Engineers Without Borders - ISU agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

# Article IV

**Non-Discrimination Statement**

## Section I: Non-Discrimination Statement

1. Iowa State University and Engineers Without Borders - ISU do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

# Article V

**Membership**

## Section I: Eligibility

1. Membership shall be open to all registered students in good standing at Iowa State University.

# Article VI

**Risk Management**

## Section I: Risk Management Officer

1. The role of the risk management officer is to:
   1. Help minimize potential risks for club activities.
   2. Recommend risk management policies or procedures to Engineers Without Borders – ISU.
   3. To submit documentation to ISU’s Risk Management Office.
   4. To ensure that Iowa State University policies are followed at all of the organization’s events.
   5. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
   6. The Vice President of Membership will serve as the Risk Management Officer, unless otherwise delegated.

# Article VII

**Executive Officers**

## Section I: Executive Positions

1. The following are Executive positions of EWB-ISU.
2. President
3. Treasurer

ii. Vice President of Programs

iii. Vice President of Engineering

iv. Vice President of Fundraising

v. Vice President of Communications

vi. Vice President of Membership

1. The Executive Officers are hereby known as the Executive Committee.

## Section II: Executive Committee Member Requirements

1. The executive officers, including the President, of EWB-ISU must meet the following university requirements:
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and the semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Be in good standing with the university and enrolled as at least a half time student as stated in (iii) and (iv).
4. Undergraduate student: enrolled in six or more credit hours during the term of office, unless fewer credits are required to graduate in the spring and fall semesters.
5. Graduate student: enrolled in four or more credits during the term of office unless fewer credits are required in the final stages of their degrees as defined by the Continuous Registration Requirement.
6. Be ineligible to hold an office should the student fail to maintain the requirements prescribed in (i)-(iv).
7. Executive officers are expected to attend organization functions and should notify the President or other responsible party when they have a conflict.
8. Executive Officer Term
9. All officers will serve a twelve-month term coinciding with the calendar year, as per EWB-USA requirements.
10. Executive responsibility transitions take effect after the termination of Fall Semester.

## Section III: President Appointment

1. Members of EWB-ISU may be self-nominated or nominated by one of their peers for the position of President.
2. The current President shall call for President nominations three weeks prior to the presidential election; applications shall be due one week prior to the election.
3. Interested presidential candidates must submit a short statement to the acting President by the week prior to the presidential election date. The President will compile these statements and provide a list of candidates to the organization seven days prior to the presidential election.
4. The Presidential position will be contested and determined prior to selection of the other Executive positions.
5. Appointment of President
6. Candidates for the President position will present their statements and take questions from the general membership at an election meeting.
7. Candidates shall leave the room for discussion and voting after they have presented their statements and answered any questions.
8. Two Executive Committee members not running for the position being contested will count the votes. They shall be selected beforehand by the Executive Committee.
9. The counting officers shall have the option to vote.

## Section IV: Executive Officer Appointment

1. Members of EWB-ISU may be self-nominated or nominated by one of their peers for one or more of the Executive positions outlined in Article IV-1 except for the Adviser position(s).
2. The current President shall call for executive board applications at least three weeks prior to the application deadline; the deadline for submissions of applications shall be after the presidential election.
3. Interested executive board candidates must complete the application document by the application deadline.
4. Appointment of Executive Committee
   1. The elected President will provide more information regarding the Executive Committee positions to the prospective candidates.
   2. An Executive Committee member not running for the positions being contested and an Adviser will serve on the Appointment Committee with the Elected President. They shall be selected beforehand by the Executive Committee. Preference is given to the incumbent President.
   3. The Appointment Committee should meet to determine an effective and objective interview and deliberation process.
   4. Selection of the new Executive Committee will take place no later than the first Sunday of Dead Week.
5. Election results shall be released to the Members listserv by the Outgoing President within twenty-four hours.
6. Subcommittee members will be chosen by the overseeing executive board member.

## Section VI: Executive Officer Duties

A) President

1. Ensure all members of EWB-ISU are working towards a common mission
2. Ensure that EWB-ISU is operating in conformity with standards set forth by EWB-USA, Iowa State University, and the Student Activities Center
3. Communicate with EWB-ISU advisers and officers
4. Lead Behind the Scenes (BTS) meetings
5. Support the Executive Committee in all activities to the best of their ability
6. Interview new Executive Committee
7. Treasurer
   1. Complete all required treasurer training to keep the organization in good standing with the university
   2. Advocate on behalf of the organization at Engineering Student Council and Student Government allocations meetings
   3. Maintain an accurate record of organization transactions through semester budgeting
8. Communicate financial status to the Executive Committee
9. Manage access to and usage of university purchasing cards
10. Manage reimbursements from EWB-USA accounts for relevant expenses
    1. Collect dues and other payments from members
11. Vice President of Programs
12. Prepare travel teams to ensure safety and security
13. Communicate with community and in-country contacts
14. Oversee travel plans, paperwork, vaccinations, etc.
15. Advise the Executive Committee on Program direction
16. Organize the travel team selection committee; unless applying to be on the travel team themselves
17. Organize and run travel team meetings
18. Vice President of Engineering
19. Ensure project quality through planning, technical competency, technical outreach, consultation
20. Coordinate project group leads by providing and enforcing project deadlines
21. Communicate with project mentors and network with new mentors as needs arise
22. Facilitate coordination and scheduling with in-country contractors prior to travel
23. Work with the VP of Programs to create a detailed itinerary for travel team to follow in country
24. Vice President of Fundraising
25. Oversee and set agendas for the Fundraising Committee Heads
26. Create and evolve fundraising initiatives for programs and internal needs
27. Coordinate all fundraising activities
28. Maintain financial transparency with external organizations
29. Develop sustainable corporate relationships
30. Vice President of Communication
31. Organize and preside over general meetings
32. Keep a list of active members
33. Maintain lists of former members and other supporters
34. Oversee EWB-ISU Marketing activities related to branding, outreach, and professionalism
35. Oversee community and campus outreach activities
36. Ensure effective communication is taking place with all EWB-ISU members
37. Oversee a team consisting of Secretary, Marketing, Outreach, and campus Representatives
38. Vice President of Membership
    1. Ensure the general membership is receiving an experience conducive to the goals and values of EWB-USA and EWB-ISU
    2. Maintain a chapter culture that emphasizes values listed in the Mission Statement
    3. Initiate membership development through leadership opportunities
    4. Oversee campus recruiting efforts
    5. Act as an intermediator for membership and leadership feedback
    6. Oversee NEWB Director and NEWB Mentors
    7. Oversee Event Chair and all social functions internal to EWB-ISU
    8. Recommend Risk Management policies or procedures to EWB
    9. Submit documentation to ISU’s Risk Management Office

## Section VII: Vacant Offices

1. In the case of a vacant office, the responsibilities of the vacant officer fall to the President during the interim period.
2. Vacant offices will be filled at the discretion of the Executive Committee. A ¾ majority vote is required from the entire Executive Committee.
3. Vacant offices will be filled in accordance with the election process stated below.
4. The Executive Committee will call for nominations seven days prior to the election vote.
5. Nominees must accept nomination at least 24 hours prior to the vote.
6. The Executive Committee will solicit testimonials from nominees.
7. A full Executive quorum is required during voting.

## Section VII: Removal of Officers

1. Any member of the executive committee may motion for a vote for the removal of an executive officer if they feel that the officer is not fulfilling their duties or does not have the best interest of the organization in mind. Motions for removal can be made anonymously by emailing the President with adequate reasoning for removal. Removal requires a ¾ vote of the Executive Committee.
2. Executive committee members may be removed from office by a majority vote of the Executive Committee and a ¾ vote of general membership.
3. The individual brought up for removal is allowed to speak to the charges made regarding his/her performance.
4. Deliberation will be held after the defense and before voting, with the individual under consideration leaving the room for discussion and voting.

## Section VIII: Replacement of Officers

1. If an officer must be replaced before a term is over, the President may nominate a replacement.
2. The replacement must be approved by a majority vote of the executive committee.

# Article VIII

**Advisers**

## Section I: Adviser Duties

1. Adviser(s)
2. Maintain communication with the EWB-ISU President and Executive Committee.
3. Approve and monitor financial expenditures.
4. Ensure that EWB-ISU is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.
5. Serve as a resource and liaison in communications with EWB-USA, Iowa State University, and outside groups.
6. Advisers may attend executive meetings and advise on matters pertaining to the executive committee.
7. The adviser is not a member of the executive committee and my not vote on matters of the executive committee.

## Section II: Adviser Appointment Requirements

1. Shall be selected and approved by a 2/3 vote from the executive committee and then a majority vote by general membership.
2. Serve a term as long as he or she chooses in agreement with the executive committee, or is removed by the process described in Article IV, Section VII.

## Section III: Removal of Adviser(s)

1. Any member of the executive committee may motion for a vote for the removal of an adviser if they feel that the adviser is not fulfilling their duties or does not have the best interest of the organization in mind. Motions for removal can be made anonymously by emailing the President with adequate reasoning for removal.
2. Advisers may be removed from office by a majority vote of the Executive Committee and a ¾ vote of general membership.
3. The individual brought up for removal is allowed to speak to the charges made regarding his/her performance.
4. Deliberation will be held after the defense and before voting, with the individual under consideration leaving the room for discussion and voting.

## Section IV: Replacement of Adviser(s)

1. In the case that the adviser position is vacant, it is the responsibility of the executive committee to find a new candidate for the adviser position in timely manner.

# Article IX

**Finances**

## Section I: Finance Distribution

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

## Section II: Membership Dues

1. EWB establishes that dues must be paid by each member.
2. Dues are determined and voted on by the Executive Committee and must pass a majority vote by the Executive Committee.
3. Dues shall not exceed $20 per semester.
4. Dues must be paid by the first week of October in the fall semester and the first week of February in the Spring semester.
5. The Treasurer is responsible for the collection of dues.

## Section III: Dispersal of Funds

* 1. Any purchases or expenses which exceed or are not included in the semester budget must be approved by a majority vote of the executive committee excluding abstainers and absent committee members; in order for a vote to be counted, at least 4 members of the executive committee must vote.
  2. Proposed events which require purchases shall be presented before the executive committee along with a detailed budget before voting takes place.
  3. Emergency purchases summing less than $200 USD can be made with the approval of two members of the executive committee.

# Article X

**Amendments & Ratification**

## Section I: Amendment Process

1. The constitution may be amended at any time with a majority vote of the Executive Committee and with a majority of EWB membership, not counting abstainers.
2. EWB members will be given one week to consider the amendment.
3. Amendments will be made by the Vice President of Membership or the President.
4. Amendments must be submitted to the Student Activities Center within 10 days for approval.