

Constitution of "Engineers Without Borders" University of Maryland College Park

Preamble

We, the members of "Engineers Without Borders" do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

Article I - Name

The name of the organization will be "Engineers Without Borders-USA, UMCP," henceforth referred to as "EWB." The official abbreviation will be EWB-USA, UMCP.

Article II - Purpose

The mission of "EWB" is to develop long-term collaborative partnerships with disadvantaged communities to improve their quality of life through implementation of environmentally and economically sustainable engineering projects, while developing internationally responsible engineering students.

EWB understands and is committed to fulfilling its responsibilities of abiding by University of Maryland, College Park policies.

Article III - Membership

Active membership shall be limited to persons officially connected with the University of Maryland, College Park as faculty, staff, or registered students. Interested alumni and professionals are also welcome to participate. Voting membership shall be restricted to active student chapter members at the University of Maryland, College Park. Active membership will constitute as a quality of involvement deemed adequate by a current executive member or project leader.

EWB actively encourages students from any major or academic program to become members.

EWB openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, border status, or on the basis of rights secured by the First Amendment of the United States Constitution.

Article IV - Officers

EWB will be governed by the following means by the following elected 'executive' officers: President, Vice President, Treasurer, Secretary, Public Relations, Fundraising, Media/Technology, Events and Quartermaster. Herein will include officer responsibilities.

President

1. An elected President (or other designated officer) will preside at all meetings of EWB. The President shall present all motions to the body present and shall be present at 90% of the meetings of EWB.
2. The President shall be responsible for running and creating an agenda for all general body meetings and executive board meetings, with the consultation of the executives as desired.
3. Duties include facilitating communication among project leaders and executives; mediating issues internal to the organization and with external entities; and having oversight over all EWB-UMCP activities to ensure consistency with the EWB-USA mission statement.
4. The President, along with the Treasurer and faculty advisor, shall have the authority to sign checks for the organization from our accounts.

Vice President

1. The VP should have an active role in meeting agenda planning, and lead meetings in the absence of the president.
2. The VP is responsible for all collection of the paperwork for each of the projects - ensuring that all paperwork is turned in on time and is filled out properly before and after projects.
3. The VP is responsible for coordinating meetings with the project leaders before their departure and after their arrival back in the US.
4. The Vice President is responsible for creating and maintaining the review and decision process for potential upcoming projects.
5. The Vice President shall oversee all other executive positions to ensure that all executive members are meeting the requirements of their positions.

Treasurer

1. The Treasurer's duties shall be to preside at all meetings and functions that the President and Vice President cannot attend, and to handle all finances.
2. The Treasurer shall serve as liaison to the Civil Department Accounting office and the SGA.
 - a. Accounts: The Civil Accounting Office handles all donations, expenditures, and fundraising. The treasurer will check over the statements each month and meet with a representative from the office to resolve any issues, acting as liaison to the civil office.
 - b. Status Updates: A brief update on the chapter's financial status should be provided each month, with a comprehensive report on the chapter's annual finances at the start of the fall semester each year.
3. The Treasurer should maintain an awareness of the status of chapter fundraising.
4. The Treasurer will keep a record of all donations to the chapter – the donator, the date and the amount. He or she will also send out all Thank-You letters

5. The Treasurer is responsible for checking for and transferring all money from the national account.
6. The Treasurer, with guidance from the rest of EWB, shall write the SGA budget request for both Primary and Secondary budgetary phases.
7. The Treasurer shall serve as EWB's primary representative at all budget meetings with the SGA.

Secretary

1. The Secretary will apply to the Office of Campus Programs for registration on an annual basis within the first month after "EWB's" new officer elections.
2. The Secretary will handle new members, rule observances at stated meetings, protocol, etc.
3. The Secretary (or a designated substitute) will be responsible for the minutes of every meeting, and for keeping the roster of active members.
4. The Secretary shall be responsible for keeping minutes at general and executive meetings; maintaining email, membership, and attendance databases; and coordinating communication with officers and general body.
5. The Secretary shall maintain the chapter email listserv system.
6. The Secretary will maintain and annually update the Engineers Without Borders Manual.
7. The Secretary will collect and safeguard all archived project information.

Fundraising Chair

1. The Fundraising Chair is responsible for maintaining a database of professional contacts with information regarding when/if they have been contacted by the organization and by whom.
2. The Fundraising Chair helps generate ideas for the chapter and communicates with fundraising representatives from each project group.

Public Relations Chair

1. The PR Chair will work with other student groups on campus of similar interest.
2. The PR Chair will create and update all EWB displays, flyers, posters etc.
3. The PR Chair will work with the VP and President to create presentations for professionals, fundraising, and promotion of the chapter.

Media/Technology

1. The Media/Technology Chair shall be responsible for the creation and maintenance of the group website.
2. The Media/Technology Chair will manage all EWB social media outlets and create social media initiatives for public outreach.

Events

1. The Events Chair is in charge of organizing recruiting events and chapter involvement on campus such as Bands Without Borders, ExPO: Engineering Skills Fair, Golf Tournament, etc.
2. The Events Chair is in charge of organizing casual social functions.

Quartermaster

1. The Quartermaster is responsible for all tools and equipment held by EWB.
2. The Quartermaster is responsible for all grounds, buildings, and rooms held by EWB.
3. The Quartermaster will check EWB owned tools for each of the projects in and out of the EWB space.
4. The quartermaster will interface with local Red Cross certified organizations to maintain a trained cadre of Health and Safety Officers.

Other officer positions shall be created as necessary by the student chapter to serve the goals of the chapter.

The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization's officers, etc.

Each person shall only be allowed to run for one position unless otherwise determined through a majority vote of the executive board.

In the event that there are not applicants for one or more of the positions, the executive board shall open up the position for applications from all members of EWB-UMD through a written application with a deadline. The executive board shall then make a decision by discussion and vote, and then inform the candidates of the decision.

All positions listed here, with the exception of the faculty/staff advisor, shall be limited to currently registered students. The elected executive will serve for one year. Officers may be re-elected.

Article V - Executive Position - Project Leader

1. A Project Leader is a selected position whose responsibility it is to work to the greatest of their ability to seek and implement successful solutions for the project they have been chosen to manage. The project leader will be responsible for submitting budget updates to be shared with the treasurer each month. He or she will also be responsible for meeting all terms of safety while in country, choosing a project implementation team with the assistance of the faculty mentor, faculty advisor, and chapter president, and assembling/completing the appropriate forms before and after implementation. The project leader(s) will prepare a preliminary and final budget presentation to be presented to and approved by the executive board.

Article VI - Operations

1. Voting Eligibility

Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

2. Election Process

All officers shall be elected by a majority vote of eligible voting members of "EWB." All elections will be held on an annual basis during the first half of the month of April. The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote. All voting shall be done by either secret ballot at the General Body Meeting, or by secure online ballot.

All votes will be collected and tabulated by the Secretary and one voting member of the current executive board of "EWB" not applying for a position, appointed by the outgoing President.

3. Removal

Any officer of EWB in violation of the Organization's purpose or constitution, or not fulfilling his or her duties, may be removed from office by the following process:

- a. A written request by at least three members of the Organization.
- b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c. A 2/3-majority vote of the membership is necessary to remove the officer.
- d. The executive board may decide either to convene a new election to fill the vacated position; or it may announce that applications may be submitted by members who wish to be considered for the vacated position, and the executive may select a replacement to complete the remaining time before full elections for all positions are initiated.

4. Meetings

All meetings will occur at a time selected by "EWB". Sufficient notice will be given of meetings. The Chapter President will preside over meeting proceedings.

Article VII - Finances

EWB will finance the activities it engages in by the following means:

1. EWB will submit a budget to the Student Government Association Finance Committee or Graduate Student Government Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.
2. EWB will seek additional funding from local, state, and federal governments.
3. EWB will seek additional funding from private donors, including corporations.
4. EWB will seek additional funding through various fundraising events throughout the year.
5. EWB will seek additional funding from various administrative units at the University of Maryland, College Park.

Article VIII – Creation of Amendments

The constitution is binding to all members of the EWB. But the constitution is not binding unto itself.

1. Amendments to the constitution may be proposed in writing by any voting member of EWB at any meeting at which 2/3 of the voting members is present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
3. Proposed amendments will become effective following approval of 2/3-majority vote of active members