



EWB-USA WPI CONSTITUTION

ENGINEERS WITHOUT BORDERS-USA, WPI STUDENT CHAPTER

ARTICLE I. NAME

Engineers Without Borders-USA Worcester Polytechnic Institute

ARTICLE II. PURPOSE

SECTION 1: WPI CHAPTER MISSION STATEMENT

The EWB-USA WPI chapter is focused on promoting awareness of the developing world and integrating the institution's vast knowledge and resources to improve the lives of the underprivileged communities of the world through sustainable engineering projects. The organization will allow students to gain experience through practical engineering projects, thus giving a chance to practice engineering ethics while regarding the social and cultural aspects of the community.

SECTION 2: NATIONAL AFFILIATION

EWB-USA WPI is affiliated with Engineers Without Borders-USA.

SECTION 3: NATIONAL MISSION STATEMENT

Engineers Without Borders USA (EWB-USA) is a nonprofit humanitarian organization established to support community-driven development programs worldwide through partnerships that design and implement sustainable engineering projects, while creating transformative experiences that enrich global perspectives and create responsible leaders.

SECTION 4: ROLE AT WPI

WPI is a university known primarily for its education in the engineering sciences. The EWB-USA WPI organization has the ability to play a vital role for engineering students by allowing them to participate in sustainable real-world engineering projects for rural communities while understanding the social and cultural aspects of the community. It will create globally and environmentally conscious engineering students.

ARTICLE III. MEMBERSHIP

SECTION 1: ELIGIBILITY

Membership to the organization is open to all WPI undergraduate and graduate students, alumni and faculty. The organization will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. All members who are in good academic standing, as determined by the Institute regulations, may hold elected or appointed offices.

SECTION 2: DISCONTINUATION

Members have the freedom to discontinue membership at any time.

SECTION 3: HAZING POLICY

The organization will ensure that its membership will not practice any physically or psychologically abusive hazing behaviors either intentionally or unintentionally.

SECTION 4: MEMBERSHIP DUES

- A. Annual dues are twenty-five (25) USD and are paid to the treasurer. These dues offset the \$500 fee paid by the WPI chapter to EWB-USA each year. While members can pay dues anytime throughout the school year, early B term is the goal to collect dues.
- B. Payment of dues enable members to vote during elections, run for/hold an elected or appointed position, and travel.

ARTICLE IV. EXECUTIVE BRANCH*SECTION 1: EXECUTIVE POWERS*

All executive powers are vested in the Executive Board of EWB-USA WPI. All elected members must attend General Body and Executive Board meetings, and be heavily involved in one of the committees.

SECTION 2: EXECUTIVE BOARD OFFICERS

- A. President
- B. Vice President
- C. Project Lead
- D. Fundraising Chair
- E. Treasurer
- F. Member Development Chair
- G. Public Relations Officer
- H. Secretary

SECTION 3: EXECUTIVE BOARD ELECTIONS

- A. All officers of the executive board are elected officials.
- B. All executive board officers are elected during the first three weeks of D-term. If any office, other than president, becomes vacant, elections will be held for that position at that time.
- C. At the start of a new EWB-USA project, an additional Project Lead will be elected within a month after official approval.
- D. Each Executive Board officer will serve a term, beginning at the last Executive Board Meeting of the D-Term in which they are elected through the last Executive Board Meeting of the following D-Term. Officers elected at other times during the year will serve until the next D-Term elections, unless otherwise designated by the Executive Board. Executive members have the right to resign at any point during their term.
- E. Officers must be nominated by an active member of the chapter or may be self-nominated. These nominations may be made throughout elections.
- F. Applicants are required to give a speech pertaining to why they should be elected for that specific position. At the beginning of D-term, the Executive Board will determine the time allotted to the candidate speeches.
- G. Applicants can run for more than one position, but they will be prioritized based on the list above.

- H. Applicants must leave the room while competitors are giving speeches of intent, and during the subsequent discussion and voting period.
- I. The President organizes the proceedings of the elections. He or she ensures that each candidate has an equal period of time for the candidates' speech and questions. The President does not vote.
- J. Officers will be elected through a secret ballot vote. An officer will win an election by obtaining the majority vote. The President shall count and tally the votes.
- K. If there is a tie between the top candidates, there will be another discussion and a recasting of votes for the candidates who tied. In the event that the recast vote results in a tie, the President will determine the elected Executive Board member from the tied candidates.
- L. In the case that any of the candidates for a position are unable to attend elections, each will be allowed equal time, determined by the Executive Board, for a virtual speech, or video submission including questions.
- M. Following elections, newly elected officers will attend Executive Board Meetings and will assist with the duties of his/her executive counterpart in the presence of said counterpart.
- N. A member may only vote if he or she is present for all of the candidate speeches and the subsequent discussion for the position that is up for election. This may be done electronically, such as through Skype or telephone.

SECTION 4: DUTIES OF THE EXECUTIVE BOARD

- A. President
 - a. Call and preside over General Body and Executive Board Meetings.
 - b. Develop agenda for meetings.
 - c. Represent, or appoint a designee to represent, the chapter at all public occasions.
 - d. Build and maintain relationships with fellow organizations and corporations.
 - e. Each semester, should schedule meetings with the following campus faculty and others as appropriate.
 - i. President of WPI
 - ii. Dean of Engineering
 - iii. Director of Student Activities
 - f. Be aware of all of the activities of the club.
 - g. Provide necessary updates to the mentors and faculty advisors.
 - h. Organize the travel board to select the travel team.
 - i. Direct the selection of new EWB-USA programs and start of new projects.
 - j. Ensure that the actions of the club are executed in a technically sound, culturally appropriate, professional, and ethical way.
- B. Vice President
 - a. Assume the duties of the President in his/her absence or inability to perform his/her duties.
 - b. Assist the President as necessary.
 - c. Prepare orientation for new executives in his/her outgoing term.
 - d. Be aware of all activities of the club.
 - e. Coordinate conferences and travel plans.
 - f. Act as risk manager for travel.
- C. Project Lead

- a. A Project Lead will be elected per official EWB-USA project
 - b. Run technical committee meetings.
 - c. Responsible for coordinating travel report forms and deadlines with EWB-USA.
 - d. Ensure mentor and faculty advisor's understanding and approval of technical decisions.
 - e. Delegate activities/projects as needed to technical committee members.
 - f. Work with travel board to create and distribute the application for travel.
 - g. Ensure that the project is executed in a technically sound, culturally appropriate, professional, and ethical way.
- D. Fundraising Chair
- a. Run fundraising meetings.
 - b. Organize company presentations and outreach.
 - c. Grants.
 - i. Apply for grants. These grants include but are not limited to the following.
 - 1. EWB-USA Fall Grant Cycle (estimated deadline mid-October)
 - 2. EWB-USA Spring Grant Cycle (estimated deadline end-February)
 - ii. Be responsible for meeting follow-up deadlines with previously granted funds.
 - d. Issue thank you cards when necessary.
 - e. Assist the Public Relations Officer as necessary.
 - f. Maintain the ewb-alumni@wpi.edu alias.
- E. Treasurer
- a. Manage all monetary accounts including but not limited to the following.
 - i. EWB-USA National Account
 - 1. Project Funds
 - 2. General Chapter Funds
 - ii. WPI Organization Account
 - 1. Legacy Funds
 - 2. SGA Funds
 - iii. Guatemalan Account
 - 1. Account is under the name Sucely Ical Lem.
 - b. Process funding requests including but not limited to the following.
 - i. Reimbursements through EWB-USA.
 - ii. Reimbursements through the WPI account.
 - iii. Special Funding Requests and reporting through SGA.
 - c. Must attend, or send a representative to, the SGA organized Treasurer Meeting.
 - d. Must create and apply for an annual SGA budget which reflects the finances of the club over the past fiscal year.
 - e. Must attend, or send a representative to, the SGA OCFC budget meeting.
 - f. Inform Executive Board of the financial process.
 - g. Collect dues and process checks in a timely fashion.
- F. Member Development Chair
- a. Run new member meetings.
 - b. Organize community culture education and club history for club members and travelers.
 - i. Suggested past traveler assistance.
 - c. Organize social activities.

- i. Suggested one social event per term.
 - d. Organize presentation during New Student Orientation and GPS classes.
 - e. Keep track of the new members in the beginning of the year and gauge where their interests lie in the club. This may include but is not limited to the following activities.
 - i. Match new members with veteran members.
 - ii. Create separate new member e-mail alias, which the Secretary will maintain.
 - iii. Keep attendance of new members.
- G. Public Relations Officer
 - a. Facilitate all public relations actions.
 - b. Organize biannual Newsletter.
 - c. Organize campus involvement activities, including but not limited to the following.
 - i. Winter Preview (February)
 - ii. Activities Fair (August)
 - iii. QuadFest (April)
 - iv. National Engineers Week (February)
 - v. Parents Weekend (Fall)
 - vi. Start on the Street/Science on the Street (August/April)
 - d. Organize press releases through public media, including but not limited to the following.
 - i. The Towers (WPI)
 - ii. The Daily Herd (WPI)
 - iii. WPI Journal (WPI)
 - iv. Unpacked (WPI)
 - v. Telegram and Gazette (Worcester)
 - e. Assist the Fundraising Chair as necessary.
- H. Secretary
 - a. Record and distribute minutes of all General Body and Executive Board Meetings.
 - b. Report a weekly schedule for club activities.
 - c. Maintain group mailing lists, including but not limited to the following.
 - i. ewb@wpi.edu
 - ii. ewb-execs@wpi.edu
 - iii. ewbnm@wpi.edu
 - d. Maintain attendance for Executive Board Meetings.
 - e. Create a term by term calendar of events to distribute to members and professionals.
 - f. Maintain control of techsync portal.

ARTICLE V. APPOINTED POSITIONS

SECTION 1: APPOINTED POWERS

All appointed positions have the ability to accept or reject their office. Positions will be appointed by the executive board as appropriate. New appointed positions may be created or terminated by the executive board as they see fit. If no qualified members are available, the position need not be appointed and the Executive Board will assume the respective responsibilities.

SECTION 2: APPOINTED POSITIONS

- A. Professional Mentor(s)

- B. Faculty Advisor(s)
- C. Webmaster
- D. Community Communications and Relations
- E. Events Coordinator
- F. Chapter Historian
- G. Program Initiator

SECTION 3: DUTIES OF THE APPOINTED POSITIONS

- A. Professional Mentor(s)
 - a. Provide technical assistance.
 - b. Review official reports submitted to EWB-USA.
 - c. Be available for travel.
- B. Faculty Advisor(s)
 - a. Assist with school relations.
 - b. Be available for travel.
 - c. Provide feedback on project as necessary.
- C. Webmaster
 - a. Update website when necessary as the Executive Board sees fit.
 - b. Ensure functionality of website.
- D. Community Communications and Relations
 - a. Maintain year round communication with CeCEP/local project sponsor.
 - b. Serve as liaison between club and community.
- E. Events Coordinator
 - a. Organizes annual large fundraising/PR event involving WPI and professional contacts.
- F. Chapter Historian
 - a. Record key events and lessons learned in an easily accessible format for all chapter members.
 - b. Work with the Member Development Chair to ensure that members are aware of the history of the chapter.
- G. Program Initiator
 - a. Responsible for all forms required by nationals to start a new program after the program site has been determined by the chapter.

ARTICLE VI. MEETINGS

SECTION 1: EXECUTIVE BOARD MEETINGS

- A. The Executive Board shall meet regularly with additional meetings at the discretion of the President.
- B. The committee heads should all give reports of progress.
- C. Treasurer shall provide updates of all account balances.
- D. Discuss plans for general body.
- E. Unless away from campus, the Executive Board members must attend at least 86% of Board meetings from scheduled start to finish, unless exempted by the Executive Board.

SECTION 2: GENERAL BODY MEETINGS

- A. General body meetings will be held monthly, or at the discretion of the Executive Board.

- B. One general body per term should have food.

SECTION 3: COMMITTEE MEETINGS

- A. Committee meetings will be called weekly.
- B. Meetings will be called by the President or the Chair of the committee.

SECTION 4: EXECUTIVE OFFICE HOURS

- A. The President and Vice President shall release a schedule of availability to the club for office hours. The availability will be released on a per-term basis.

ARTICLE VII. RECALL OF ELECTED OFFICERS

SECTION 1: CONDITIONS OF REMOVAL

Misconduct, irresponsible behavior, hazing, abuse, or any other negative action will result in immediate removal from position. Removal due to any other action will be conducted democratically.

SECTION 2: PETITIONS FOR REMOVAL

- A. In order to remove, for just cause, an elected official from office, a written complaint must be presented to the executive board by a member of the organization and seconded by another member of the organization.
- B. The complaint will be reviewed by the executive board. If it is considered relevant by 2/3 of the executive board, the officer under question will be placed on a probation period of two weeks.

SECTION 3: REMOVAL OF OFFICERS

If the behavior and/or actions of the officer have not noticeably changed during the probation period, the executive board will present the written complaint to the entire body to be voted on. The officer will be removed from their office if 2/3 of the present members approve the motion to remove.

ARTICLE VIII. JUDICIAL ACTION

The organization will abide by decisions of the Campus Hearing Board.

ARTICLE IX. FINANCES

Funds will be raised legally and will in accordance with WPI and EWB-USA policies.

ARTICLE X. ADVISOR

The executive board will conduct the selection of a new advisor. Advisors must be full-time WPI faculty or professional staff members. The advisor will be a voting member of the organization.

ARTICLE XI. AMENDMENTS/REVISIONS

SECTION 1: PETITIONS FOR AMENDMENTS

Any active member of the EWB-USA WPI chapter may propose an amendment to the constitution. Amendment proposals must be written and seconded by another active member of the chapter.



SECTION 2: APPROVAL OF AMENDMENTS

Amendments will be reviewed by the executive board. If it is considered relevant by 2/3 of the executive board, it will be placed on the agenda for the next general body meeting.

Amendments will be placed in the constitution if 2/3 of the present members approve the amendment.

ARTICLE XII. SOC & ORGANIZATION AFFIRMATION CLAUSE

Engineers Without Borders-USA WPI agrees to abide by the policies of Worcester Polytechnic Institute as well as all federal, state, and local laws. Any changes to this constitution and/or bylaws will follow, in word and spirit, all WPI policies and all federal, state, and local laws.