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 at 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 at ISU Mission Statement

Through strong community-to-chapter partnerships, Engineers Without Borders at 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 at 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 AT ISU Goals

A) Train the 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 AT 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 at ISU abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Engineers Without Borders at 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 at 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 at 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 at ISU.
2. President
3. Treasurer

 iii. Vice President of Fundraising

 iv. Vice President of Communications

 v. Vice President of Membership

vi. Vice President of Monitoring and Evaluation

vii. Vice President of Engineering

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 at 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: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. 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 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.
5. Be ineligible to hold an office should the student fail to maintain the requirements prescribed in (i)-(iii).
6. Executive officers are expected to attend organization functions and should notify the President or other responsible party when they have a conflict.
7. Executive Officer Term
8. All officers will serve a twelve-month term coinciding with the calendar year, as per EWB-USA requirements.
9. Executive responsibility transitions take effect after the termination of the Fall Semester.

## Section III: President Appointment

1. Members of EWB at 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 the 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 at 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 at ISU are working towards a common mission
2. Ensure that EWB at ISU is operating in conformity with standards set forth by EWB-USA, Iowa State University, and Student Engagement
3. Communicate with EWB at ISU advisers weekly and executive officers as needed
4. Lead General and 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. Admit new members on the student organization page and add them to the ListServ
8. Coordinate semesterly meetings with EWB-USA to discuss project and chapter status
9. 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
10. Communicate financial status to the Executive Committee
11. Manage access to and usage of university purchasing cards
12. Manage reimbursements from EWB-USA accounts for relevant expenses
	1. Collect dues and other payments from members
13. Vice President of Fundraising
	1. Oversee and set agendas for the Fundraising Committee Heads
	2. Create and evolve fundraising initiatives for programs and internal needs
	3. Coordinate all fundraising activities including, but not limited to, searching for grants and other opportunities, recruiting other members to help with fundraising efforts, and writing and submitting grants
	4. Maintain financial transparency with external organizations
	5. Develop sustainable corporate relationships
	6. Maintain alumni databases and communicate progress with them
14. Vice President of Communications
	1. Organize and preside over general meetings
	2. Help maintain a list of active members
	3. Maintain lists of former members and other supporters
	4. Oversee EWB at ISU Marketing activities related to branding, outreach, and professionalism
	5. Ensure effective communication is taking place with all EWB at ISU members
	6. Oversee a team consisting of Secretary, Marketing, and campus Representatives
15. Vice President of Membership
	1. Ensure the general membership is receiving an experience conducive to the goals and values of EWB-USA and EWB at 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 at ISU
	8. Oversee community and campus outreach activities
	9. Recommend Risk Management policies or procedures to EWB
	10. Submit documentation to ISU’s Risk Management Office
16. Vice President of Monitoring and Evaluation
	1. Ensure that EWB at ISU is operating in conformity with standards set forth by EWB-USA
	2. Ensure PMEL standards are implemented throughout every project
	3. Oversee all paperwork to be submitted to EWB-USA is submitted in a timely manner
17. Vice President of Engineering
18. Ensure project quality through planning, technical competency, technical outreach, and consultation
19. Coordinate project group leads by providing and enforcing project deadlines and organizing design reviews
20. Communicate with project mentors and network with new mentors as needs arise
21. Facilitate coordination and scheduling with in-country contractors prior to travel
22. Work to create a detailed itinerary for the travel team to follow in-country

## 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 nominations 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 the general membership.
3. The individual brought up for removal is allowed to speak to the charges made regarding their 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 at ISU President and Executive Committee.
3. Approve and monitor financial expenditures.
4. Ensure that EWB at ISU is operating in conformity with the standards set forth by Iowa State University and Student Engagement.
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 may 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 the general membership.
2. Serve a term as long as they choose 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 the general membership.
3. The individual brought up for removal is allowed to speak to the charges made regarding their 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 a 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 that 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 Student Engagement within 10 days for approval.

Amendments

# Amendment I: Appointment of Executive Officers and EPM Positions

## Section I: Summary

1. This amendment revises Article VII, Section IV: Executive Officer Appointment, and adds a new clause for EPM (Engineering Project Manager) Position Appointments to the Engineers Without Borders at Iowa State University (EWB at ISU) Constitution.

## Section 2: Executive Officer Appointment Changes

1. ARTICLE VII, SECTION IV IS HEREBY AMENDED TO STATE THAT EXECUTIVE OFFICERS, INCLUDING THE VICE PRESIDENT OF FUNDRAISING, VICE PRESIDENT OF COMMUNICATIONS, VICE PRESIDENT OF MEMBERSHIP, VICE PRESIDENT OF MONITORING AND EVALUATION, AND TREASURER, SHALL BE ELECTED BY THE GENERAL MEMBERSHIP DURING A SINGLE MEETING IMMEDIATELY FOLLOWING THE PRESIDENTIAL ELECTION.
	1. CANDIDATES FOR THESE EXECUTIVE POSITIONS MUST SUBMIT AN APPLICATION BY THE SAME DEADLINE AS THE PRESIDENTIAL ELECTION.
	2. THE PREVIOUS INTERVIEW PROCESS SHALL BE REPLACED BY A PUBLIC PRESENTATION, WHERE CANDIDATES WILL PRESENT THEIR PLATFORMS TO THE GENERAL MEMBERSHIP FOLLOWING THE PRESIDENTIAL ELECTION.
	3. AFTER ALL CANDIDATES HAVE PRESENTED, THEY SHALL LEAVE THE ROOM, AND THE GENERAL MEMBERSHIP WILL CAST VOTES.
	4. THE VOTES WILL BE COUNTED BY TWO NON-CANDIDATE EXECUTIVE MEMBERS, WHO ARE ALSO ELIGIBLE TO VOTE.
	5. ELECTION RESULTS SHALL BE ANNOUNCED IMMEDIATELY AFTER THE VOTE COUNT.
2. EXECUTIVE OFFICERS ELECTED UNDER THIS AMENDMENT SHALL ASSUME THEIR DUTIES AT THE TRANSITION OF OFFICE FOLLOWING THE END OF THE FALL SEMESTER.

## Section 3: Engineering Project Manager (EPM) Appointment Changes

1. EPM POSITIONS WILL FOLLOW THE SAME ELECTION PROCESS AS NON-PRESIDENT EXECUTIVE OFFICERS.
	1. EPM CANDIDATES MUST SUBMIT AN APPLICATION AND PRESENT TO THE ENGINEERING TEAM MEMBERSHIP.
	2. ONLY MEMBERS OF THE TEAM RELEVANT TO THE SPECIFIC EPM ROLE WILL CAST VOTES FOR THE EPM POSITION.
2. AFTER TRAVEL FOR NEW PROJECTS IS COMPLETED, IF NEEDED, NEW EPMS WILL PRESENT THEIR PROJECT PROPOSALS TO THE GENERAL MEMBERSHIP FOR A VOTE.
	1. EACH PROJECT MUST BE ACCOMPANIED BY A DECISION MEMO OUTLINING THE PROJECT DETAILS AND JUSTIFICATION.
3. THE CURRENT EXECUTIVE TEAM WILL PREPARE A DECISION MEMO OUTLINING THE REASONING FOR THE SELECTION OF EPM POSITIONS. ONLY ONE DECISION MEMO WILL BE REQUIRED FOR ALL EPM POSITIONS. THIS MEMO SHALL BE PREPARED COLLECTIVELY BY THE EXECUTIVE TEAM.