CONSTITUTION AND BYLAWS

ENGINEERS WITHOUT BORDERS—WEST VIRGINIA UNIVERSITY

Adopted September 20, 2007

CONSTITUTION:

Article 1: Name and Affiliation

Section 1: The name of this organization shall be Engineers Without Borders—West Virginia University (EWB-WVU). EWB-WVU is a Chapter of Engineers Without Borders- USA (EWB-USA). EWB-USA can be reached at:

Engineers Without Borders-USA
1031 33rd Street, Ste 210
Denver, CO 80205

Article 2: Purpose

Section 1: The purpose of EWB-WVU shall reflect and support the values and mission of Engineers Without Borders-USA: “Engineers Without Borders 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..”

Section 2: EWB-WVU shall support the service goals of a University chapter:

A. Create a sense of excitement and enthusiasm about solving technical development problems within a cultural and social context by bringing together those who are interested and encouraging discussion amongst them to solve the problem together.

B. Organize a project team(s) to design and implement engineering projects either locally or internationally.

C. Publicize research opportunities and encourage students to undertake research on technical development problems, and to ensure that the completed research is returned to the EWB-USA database.

D. Work with EWB-USA to ensure the quality of the engineering package and the end product for the community.

Section 3: EWB-WVU shall work with the professional engineering community and EWB professional chapters will serve as mentors, professional liaisons, and to develop and strengthen the engineering skills of student members.

Article 3: Membership
Section 1: All voting members and officers of EWB-WVU must be current students at West Virginia University Morgantown Campus and pay student fees.

Section 2: Community members may participate as a Non-Voting Member the Chapter.

Section 3: Faculty members may participate as a Non-Voting Member of the Chapter.

Section 4: Membership in the Chapter shall not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

Section 5: Any WVU student may become a Voting Member of the Chapter upon subscribing to the Constitution and payment of current EWB-WVU dues.

Section 6: Annual dues of $25 shall be paid by September 30th of each year. Dues paid on or after October 1st will be accepted but will be $30. New members may pay dues for the spring semester only, for $20. Payment of dues entitles the EWB-WVU member to following during the term for which their dues have been paid:
- Pizza and drinks at all monthly general meetings
- An EWB-WVU T-shirt
- Participation in EWB-WVU intramural sports teams paid for by EWB-WVU
- Participation in EWB-WVU social events
- Opportunity to receive SAC, Foundation, grant, or money from other funding sources to be used for EWB-WVU sanctioned projects and trips. This funding will be distributed with the discretion of the officers board on the basis of volunteering and fundraising participation of individual members.

Article 4: Officers

Section 1: The Executive Committee of the Chapter will be composed of the President, Vice-President, Treasurer, and Secretary. The Executive Committee will manage the affairs of the Chapter in accordance with the By-laws and Constitution of the Chapter. These positions will be filled through an election process as detailed below in the bylaws section.

Section 2: Committee Chairpersons positions listed below will also be filled through an election process as detailed below in the bylaws section. The committee chairpersons in addition to the executive committee will comprise the EWB-WVU Officers Board.
- A. International Project Coordinator (1 per project)
- B. Local Projects Coordinator
- C. Fundraising Coordinator
- D. Public Relations Coordinator
- E. Membership Coordinator
Section 3: The term of the positions outlined above in sections 1 and 2 of Article 4 shall be one academic year.

Section 4: In the event of a vacancy in the office of the President, the Vice-President shall succeed to that office. Vacancies in the other officer positions shall be filled by the Executive Committee from among the Voting Members.

Section 5: The duties of the elected officers shall be as defined in this Constitution:

A. **President:** The President shall oversee all EWB-WVU activities, serve as liaison to EWB-USA and other chapters, oversee and chair the Executive Committee, oversee and assist the Project Coordinator and Committee, submit the Annual Report to EWB-USA, and ensure that all chapter resolutions are carried into effect.

B. **Vice-President:** The Vice President shall assist in overseeing all EWB-WVU activities, coordinate speaker meetings, supervise the election of officers, oversee and assist all Committees and Committee Coordinators, and assumes duties of the President in his/her absence.

C. **Treasurer:** The Treasurer shall keep all finances of the Chapter in order, keep track of Donors, collect membership dues, oversee and assist the Fundraising Coordinator and Committee, and complete an Annual Financial Report to be submitted to EWB-USA.

D. **Secretary:** The Secretary shall assist in administrative management of all Chapter meetings, keep all members informed of meetings and activities, record and post meeting minutes, develop quarterly newsletter, and oversee and assist Membership Coordinator and Committee.

Section 6: The duties of Committee Coordinators shall be as defined below. These coordinators will assemble a team of EWB-WVU members, who have paid dues for the current academic term, to assist in the tasks and duties required in order to accomplish the goals of the assigned committee.

A. **International Project Coordinator:** The International Project Coordinator will oversee the international project travelling team and committee members, in addition to the application for, and implementation of, EWB international projects. The Project Coordinator shall assist in establishing project teams, schedules and goals, and be responsible for ensuring that all projects meet EWB-USA standards.

B. **Local Project Coordinator:** The Local Project Coordinator will oversee the local projects committee which will be tasked with organizing volunteer projects throughout the year with local organizations.

C. **Fundraising Coordinator:** The Fundraising Coordinator will oversee the fundraising committee which will be tasked with organizing events to raise funds for the organization as well as apply for grants and other sponsorship opportunities, and shall work with the Treasurer and Secretary to track donations to the chapter.

D. **Public Relations Coordinator:** The Public Relations Coordinator will oversee
the public relations committee which will be tasked with publicizing the mission and goals of the Chapter and EWB-USA, advertising upcoming events and activities, overseeing the EWB-WVU webpage and social media platforms, and developing and distributing Chapter materials to interested individuals.

E. **Membership Coordinator:** The Membership Coordinator will oversee the membership committee which will be tasked with recruiting new members and maintaining a database of current Member information including name, membership status, mailing address, phone number, major/profession, and email address; and work in conjunction with the Public Relations Coordinator and Secretary to keep members informed of upcoming meetings and activities.

Section 7: Officers shall have a minimum cumulative GPA of 2.50 at the time of election and must be full-time students during their entire term of office, and may not be on academic or disciplinary probation during their term of office or the most recently completed term prior to the term of election.

**Article 5: Special WVU Requirements**

Section 1: EWB-WVU will adhere to the West Virginia University Code of Student Rights and Responsibilities.

**BYLAWS**

**Article 1: Election of Officers**

Section 1: Executive Committee and Committee Chairs shall be elected in a general election by Voting Members through anonymous ballot voting. This can be either physical paper or electronic.

Section 2: Nominations shall be submitted to the Vice-President by Voting Members.

Section 3: Elections will be held at the end of the fall term to allow for a shadowing period during the spring semester. The candidate receiving a majority of votes for each office shall be declared elected. If no candidate has a majority of votes after the first round, a revote will be taken with the two candidates who received the most votes as the only two candidates. New officer terms begin at the end of the spring term during the current academic year.

**Article 2: Meetings**

Section 1: The Executive Committee shall meet every other week during the academic year (9 months). Scheduling of these meetings for each academic term
shall be determined at the first meeting of each academic term by a consensus of the Officers.

Section 2: The Chapter will hold monthly meetings during the academic year (9 months). Scheduling of these meetings will be determined by the Executive Committee.

**Article 3: Quorum**

Section 1: A quorum exists for the Executive Committee if 3 of the 4 Officers are present.

**Article 4: Amendments**

Section 1: This Constitution and Bylaws may be amended as follows:

A. A proposed amendment will be sent out via email to all Voting Members.
B. Once proposed, the amendment will be voted on by the general membership at the general meeting.
C. Members who cannot attend the general meeting may submit their votes to a member of the Executive Committee prior to the general meeting.
D. If the proposed amendment receives an affirmative vote of 51% of Voting Members by the next general meeting, the amendment will be deemed approved.
E. The Secretary will amend the Chapter Constitution and Bylaws to reflect the amendment.