



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Engineers Without Borders

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Engineers Without Borders (EWB) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

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

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Membership in EWB-UR is defined by regular participation in the work of EWB-UR (project, fundraising, etc.). This includes regular attendance at chapter meetings and any other necessary functions required by the current project. Active members may miss no more than three meetings, must pay dues, and must also attend at least 2 co-sponsorships each semester. Attendance of major EWB sponsored events is considered mandatory.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization. Associate members have all the rights and privileges of active members, except that they will

not be permitted to vote in elections, travel on EWB trips, nor will they be eligible for executive board positions

- D. There are semesterly dues that will be determined and collected by the business manager. Fall semester dues shall be paid by October 30th, Spring semester dues shall be paid by February 25th.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus 2 elected officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
B. All members shall have equal voting power.
C. Procedure – All decisions shall be arrived at by simple majority using an anonymous Google Forms document unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. All elected officer positions except secretary require at least one semester of active membership to qualify to hold the position, unless no one else is qualified. The Executive Committee of the Chapter will be composed of:
- a. The President. The president must have previously held an executive board or executive board appointed position to qualify, unless no one else is qualified. If no previous members of the executive board are eligible to run for the position, the position will become open to all members who meet the other executive board requirements.
 - b. Vice President
 - c. The Business Manager. The business manager must have previously held an executive board appointed position to qualify, unless no one else is qualified. If no previous members of the executive board are eligible to run for the position, the position will become open to all members who meet the other executive board requirements.
 - d. Secretary
- B. The Executive Board will appoint voting members to the additional positions:
- a. Program Coordinator
 - b. Project Lead(s) - Each project must have a project lead. The number of project leads depends on the current amount of active projects the Chapter has.
 - c. Publicity Coordinator
 - d. Fundraising Coordinator
 - e. Events Coordinator

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The **President** shall oversee all EWB-UR activities, serve as the liaison to EWB-USA and other chapters, and oversee and chair the Executive Committee. In addition, the president shall set chapter objectives and goals for the upcoming year, manage chapter activities, enforce deadlines, maintain organization within the club, and communicate with other officers and delegate duties to maintain a functioning chapter that fulfills the purposes set forth above. They will be responsible for submitting the Student Organization Annual Report (SOAR). The President is also responsible for maintaining relationships with the University and other external organizations. The President is expected to attend 75% of the club's events, with mandatory attendance to general interest meetings and the new member orientation. The President is also responsible for creating meeting agendas, presiding over executive board and general meetings, and ensuring that all chapter resolutions are carried into effect. During elections, the president is responsible for supervision of officer election.
- F. The **Vice President** shall assist in overseeing all EWB-UR activities, oversee and assist the committee coordinators, and assume the duties of the President in their absence. The Vice President shall also ensure that all chapter programs are operating in accordance with EWB-USA policies and procedures; support the Business Manager and Fundraising Coordinator in efforts to raise funds; and work with project lead(s) on scope and schedule for each project. In addition the Vice President is required to attend all large scale club events. The vice president must also regularly attend (75%) of the chapter's other events.
- G. The **Business Manager** will be responsible for maintaining short and long term financial goals for the club, as well as providing final say in financial decisions. Additionally, the business manager will keep detailed records of all finances and financial stipulations for each account the chapter uses. The business manager will work closely with the fundraising coordinator and committee to ensure financial goals are met. In the case of assessment, implementation, and/or monitoring trips, the business manager and program committee will be required to work closely in order to supervise and establish tolerances for costs, scope, and schedule, with respect to the financial situation of the trip. The business manager will take the lead on any financial reports and budgets that need to be submitted to EWB Nationals, the university, or other sponsors and affiliates of the club, as well as keep track of budget deadlines and ensure that they are submitted in a timely fashion.
- H. The **Secretary** shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. Also, the secretary shall tally votes when they occur, keep an accurate list of organization members & maintain the Chapter's CCC page, take and maintain meeting minutes, and create social events to

encourage a sense of community within the organization. The secretary will be responsible for taking executive board meeting minutes that include all topics discussed, tasks agreed on, and deadlines set by the executive board. The information should be conveyed in such a way that accurately describes and summarizes the executive board meeting. The secretary will also be responsible for sending out meeting and club-wide event and task reminders to general members each week to ensure involvement and attendance. The secretary will assist the Event Coordinator in completing communications with other campus organizations for the purpose of co-sponsorships and performer requests. The secretary will also keep an inventory of the Chapter's store space.

- I. **Project Lead(s)** will be appointed by the Executive Committee as needed to oversee the application for, and completion of, EWB projects. Project Lead(s) are responsible for the timely completion of project documentation, and will work with the vice president through the lifetime of a project to ensure compatibility with the program as a whole.
- J. The **Publicity Coordinator** will be appointed by the Executive Committee as needed to publicize the mission and goals of the Chapter and EWB-USA both on and off campus, develop promotional materials for professional contacts, develop recruitment materials, advertise upcoming events and activities, oversee and update the website and other forms of social media, and find new ways to share and promote the status of EWB-UR endeavors.
- K. The **Fundraising Coordinator** will be appointed by the Executive Committee as needed to oversee fundraising activities, maintain donor relationships, and work with the Business Manager and Secretary to track donations to the chapter.
- L. The **Events Coordinator** will be appointed by the Executive Committee as needed to oversee events on and off campus including new member orientation and community and campus outreach. The Events Coordinator is responsible for developing workshops to help members gain new insights about aspects of the organization and develop professional skills.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Anyone who is running for an elected executive board position must submit a document explaining their qualifications and reason for running for a position. A vote will be taken by secret ballot and tallied by an executive board member who is ineligible to run for a position. A running member must have a majority of quorum votes to become elected. Ties will be decided by a revote. Appointed positions are selected based on interviews with the elected President, Vice President, Secretary and Business Manager. The list of selected applicants for appointed positions will be shared with the general membership for approval.
- B. **Term of Office** - President, Vice President, Secretary and Business Manager will serve for a one calendar year term. The President and Business Manager must be able to fulfill the entire term. Officers will take office in January, at the beginning of the second academic term. A transition period will take place between the time of election, at the end of November, and conclude after the second academic week of

the spring term.

- C. Timing of Elections - Elections in the fall term will take place during the third week of November. If elections are necessary in the spring term, elections will be held within two weeks of an officer vacancy.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Engineers Without Borders of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Engineers Without Borders. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Engineer without Borders abides by the nondiscrimination policy of the University of Rochester.



1/14/2022

Signature of Confirmation

Date

Andrew Rojnuckarin

President, Engineers Without Borders



02/23/2022

Signature of Approval

Date

Noah Hathaway

Chair, Student Organization Administration & Review Committee

