



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Engineers Without Borders - University of Rochester (EWB-UR)

ARTICLE I - ESTABLISHMENT

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

ARTICLE II - MISSION STATEMENT

Section 1: The purpose of EWB-UR shall reflect and support the values and mission of Engineers Without Borders – USA: “to partner with disadvantaged communities to improve their quality of life through implementation of environmentally sound and economically sustainable engineering projects, while developing internationally responsible engineering students.”

Section 2: EWB-UR 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-UR shall enhance the University of Rochester community by providing an environment for students to apply their academic skills to real world problems in an internationally responsible and globally beneficial way.

Furthermore, as engineering expertise is only a small part of the skills required for implementing an actual engineering project abroad, EWB-UR project development shall serve as a medium for interaction and cooperation between students in all fields of study.

Section 4: EWB-UR shall work with the professional engineering community, and EWB professional chapters will serve as mentors and professional liaisons to develop and strengthen the engineering skills of student members.

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 University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. 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 miss no more than three meetings without prior notice given to coordinator or executive board provided two hours in advance of the meeting. Active members also attend $\frac{1}{3}$ of all co-sponsorships. Attendance of EWB sponsored events is considered mandatory.
- C. Definition of associate member - Associate members have all the rights and privileges of full members, except that they will not be permitted to vote in elections nor will they be eligible for executive board positions. Faculty and community members will be classified as associate members.
- D. Any University of Rochester student may become a Voting Member of the Chapter upon subscribing to the Constitution and Bylaws of the Chapter and payment of current EWB-UR dues.
- E. Annual dues of \$10 shall be paid by October 30 of each year.
- F. Any student who becomes a member of EWB-UR in the second term of the academic year shall pay \$10 dues for the academic year by February 28th in the Spring Semester.
- G. Annual dues shall be collected by the Business Manager.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as $\frac{1}{2}$ of the active membership plus 3 of the 4 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 a hand vote 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 officer positions require at least one semester of active membership to qualify to hold the position.
- B. The Executive Committee of the Chapter will be composed of:
 - a. The President must have held an executive board or executive board appointed position previously to qualify. Additionally, the President must have regularly attended executive board meetings the previous semester. 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 must have held an executive board appointed position previously to qualify. If no previous members of executive board are eligible or willing to run for the position, the position will become open to all members who meet the other executive board requirements.
 - d. Secretary
- C. The Executive Committee will appoint voting members to the additional positions:
 - a. Program Coordinator
 - b. PMEL (Planning, Monitoring, Evaluation, and Learning) Lead
 - c. Project Lead
 - d. Publicity Coordinator
 - e. Fundraising Coordinator
 - f. 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. All officers shall be responsible for promoting retention of general members by providing task leadership and promoting a sense of community within UR-EWB.
- F. All officers shall attend a minimum of $\frac{2}{3}$ of co-sponsored events as well as attend all UR- EWB sponsored events.
- G. All officers shall be expected to attend all executive board and general chapter meetings unless they are physically unwell, have a schedule conflict outside of their direct control, such as performance events, residential assistant duty, etc, or have a personal emergency.
- H. 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, 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), knowing all deadlines, and enforcing them. 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 large scale events such as the general

interest meeting, the new member orientation, and the benefit concert. 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.

- I. 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 his/her 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; supervise costs, scope, and schedule for each project within acceptable tolerances; and be responsible for organizing regional conference attendance with assistance from the secretary. In addition the Vice President is required to attend all large scale club events including, but not limited to, the new member orientation and the benefit concert. The vice president must also regularly attend (75%) of the chapter's other events.
- J. 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, which will be compiled into a monthly update to E-Board. The business manager will work closely with the fundraising coordinator and committee to ensure financial goals are met. In planning travel to the EWB Regional Conference, the business manager will be responsible, along with the secretary, for keeping track of attendance of members. 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.
- K. 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, keep an accurate list of organization members, 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. Additionally, the secretary will coordinate with the President on the agenda for all chapter meetings and assist the Vice President in organization of regional conference attendance.
- L. The **Program Coordinator** will be appointed by the Executive Committee as needed to oversee the application for, and implementation of, EWB projects. The Program

Coordinator shall assist in establishing project teams, schedules and goals, and will be responsible for ensuring that all projects meet EWB-USA standards. The Program Coordinator will also be responsible for maintaining professional engineering relationships.

- M. The ***Project Lead*** will be appointed by the Executive Committee as needed to oversee the application for, and completion of, EWB projects. The Project Lead is responsible for the timely completion of project documentation, and will work with the Program Coordinator and the PMEL through the lifetime of a project to ensure compatibility with the program as a whole.
- N. The ***Program, Monitoring, Evaluation and Learning Lead (PMEL)*** will be appointed by the Executive Committee as needed to oversee the application for, and completion of, EWB projects. The Program, Monitoring, Evaluation, and Learning Lead is responsible for communications with our Community Based Organizations (CBOs) and local contacts, as well as for timely completion of program documentation.
- O. 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 webpage and other forms of social media, and find new ways to share and promote the status of EWB-UR endeavors.
- P. 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.
- Q. 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 - Nominations can be made by any member, including any member who wishes to run for that position. All nominations must be seconded. A vote will be taken by secret ballot and tallied by an previous executive board member who is ineligible to run for a position or member otherwise ineligible to run. A nominee must have a majority of quorum votes to become elected
- B. Term of Office - President, Vice President, Secretary and Business Manager will serve for a one 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 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 second week of November. If elections are necessary in the spring term, elections will be held in the second week of April.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled in 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 $\frac{2}{3}$ majority of the present active membership to pass at a general meeting where a quorum is present. 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.

SECTION FIVE - PROVISIONS OF ADVISOR

ARTICLE VI - FINANCES

SECTION ONE - Students' Association members shall receive priority at SA-funded events conducted by this organization.

SECTION TWO - FUNDING

- A. EWB-UR shall be eligible for SA funding.

ARTICLE VII - CLASSIFICATION

SECTION ONE - EWB-UR shall be classified as a Pre-Professional Organization.

ARTICLE VIII - ADOPTION OF THE CONSTITUTION

SECTION ONE - Two-thirds of the entire active membership must approve the constitution.

SECTION TWO - This constitution will be ratified upon the signature of the Student Organization Administration & Review Committee and approval of the Senate.

SECTION THREE - This constitution shall not conflict with the Students' Association Constitution or Bylaws.

ARTICLE IX - AMENDMENTS

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

ARTICLE X - BYLAWS

SECTION ONE - At least a $\frac{2}{3}$ majority of the active membership must approve the bylaws and any amendments.

SECTION TWO - Bylaws should not conflict with this constitution or the SA Constitution or Bylaws.

ARTICLE XI - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by EWB-UR. 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; and actions in the form of social pressure which might cause harm to an individual.

ARTICLE XII - NONDISCRIMINATION POLICY

The student chapter of Engineers Without Borders of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.

William DeMaria 2/8/18
Signature of Confirmation Date

~~Mollie Eva Hansen~~ William DeMaria
President, EWB-UR

[Signature] 2/13/18
Signature of Approval Date

Alex Guerrero
Chair, Student Organization Administration & Review Committee

