



# Constitution of Engineers Without Borders Hope College



## Article I: Name and Purpose

### Section I Name

- a. The name of this organization shall be Engineers Without Borders-Hope College (EWB-Hope).

### Section II Affiliation

- a. EWB-Hope will be affiliated with the national chapter Engineers Without Borders-USA (EWB-USA).

### Section III Mission Statement

- a. EWB-Hope is an organization that partners with disadvantaged communities to improve their quality of life through implementation of environmentally and economically sustainable engineering projects.

## Article II: Membership

### Section I Eligibility

- a. Any Hope College student may be a member of EWB-Hope. All members have the right to vote at general meetings. The organization will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- b. A person becomes a member of EWB-Hope by expressing an interest to be involved in this organization, by sustaining an active role. A list should be kept of all active members and will be posted on the EWB-Hope website.

### Section II Affiliate Members

- a. Advisors, faculty, business contacts, and Hope alumni may have an active role in the organization and will be considered "affiliate members." Their attendance will be helpful but not required.

### Section III Dues

- a. No dues will be required to become a member of EWB-Hope.
- b. All officers must be members of EWB-USA.
- c. All members intending on implementing the project must become members of EWB-USA.

## Article III: Officers and Duties

- Section I      President
- a. Will preside over general meetings and executive meetings and create agendas to be handed out at each meeting.
  - b. Is responsible for monitoring the progress of all committees.
  - c. Will represent EWB-Hope and EWB-USA at necessary meetings on campus and in the community.
  - d. Will assume the role of any vacant officer position until filled.
  - e. May appoint non-elected officers as necessary.
  - f. May attend the national and/or other conferences.
- Section II      Vice President
- a. Will act as the co-chair of Project Committee and is responsible for executing its duties.
  - b. Will be in charge of the international project and its travel logistics.
  - c. Will be a member of the executive committee.
  - d. In the absence of the president, will preside over general and executive meetings.
  - e. Will assist the president as a representative of EWB-Hope and EWB-USA.
  - f. May attend the national and/or other conferences.
- Section III      Treasurer
- a. Will be a member of the executive committee.
  - b. Will handle all the funds of EWB-USA, both general and those related to projects.
  - c. Will propose a budget to be approved by the executive board.
  - d. Will track all income and expenditures of EWB-Hope.
  - e. Will collect receipts and reimburse spending approved by executive committee.
  - f. Will submit all appropriate financial paperwork to the appropriate place and by the appropriate deadline.
  - g. May attend the national and/or other conferences.
- Section IV      Secretary
- a. Will act as the chair of the Public Relations Committee and is responsible for executing its duties.
  - b. Will be a member of the executive committee.
  - c. Will keep minutes of executive and general meetings, which will be posted on the website by the webmaster.
  - d. Will maintain contact with EWB-USA.
  - e. When necessary is responsible for preparing chapter reports for EWB-USA and submitting it to executive committee for review.
  - f. May attend the national and/or other conferences.

- Section V      Project Co-Chair
- a. Will act as co-chair of Project Committee alongside the Vice President and is responsible for executing its duties.
  - b. Will be in charge of developing the local and national projects.
  - c. Will be a member of the executive committee.
  - d. Will act as a contact for EWB-USA projects, as well as community projects.
- Section VI      Fundraising Chair
- a. Will be the head of the Fundraising Committee.
  - b. Must organize, seek and implement all fundraisers.
  - c. Will delegate fundraising tasks to the Fundraising Committee.
  - d. Will be a member of the executive committee.
  - e. If this position is not filled, the duties will be split up among the other members of the Executive Committee.
- Section VII      Webmaster
- a. Will be responsible for maintaining, updating and designing EWB-Hope's website.
  - b. Is responsible for keeping archives of all important EWB-Hope documents, including meeting minutes.
- Section VIII      Advisors
- a. A minimum of two advisors will be needed and one advisor must be a Hope faculty or staff.
  - b. At least one advisor must commit to traveling with the group. If this cannot be fulfilled, a selected faculty/staff member can substitute for an advisor.
  - c. May attend any meetings they desire, however this is not required unless the executive board specifically asks for attendance. Advisors must be kept informed of the chapter's progress.
  - d. Will be nominated and elected by the Executive Committee by a majority vote when necessary.
  - e. Will be available for guidance on the project.
  - f. Will have signatory power when necessary.
- Section IX      Selection of Officers
- a. The President, Vice President and Project Co-Chair must be engineering or science majors and entering their junior or senior year.
  - b. Elections for executive committee will be held by April 1<sup>st</sup> and will be held in the order of offices listed in this constitution.
  - c. Once elected, officers will take over after the completion of the current school year.
  - d. Will be held as a secret ballot, unless the office is unopposed, with majority rules.

## Article IV: Committees

- Section I      Executive Committee
- a.      Will have meetings every other week, with the president having the option to call additional meetings.
  - b.      Will ensure smooth operation of the chapter by establishing a plan for the chapter.
- Section II      Project Committee
- a.      Meetings will be held at the discretion of the Project Co-Chairs.
  - b.      Will research, plan, and coordinate teams for all international, national, and local projects.
  - c.      Will present proposed projects to the general meeting, which must be approved by a majority vote of members.
- Section III      Fundraising Committee
- a.      Meetings will be held at the discretion of the Fundraising Chair.
  - b.      Will brainstorm and implement ideas for fundraising
  - c.      Will contact fundraising sources, both on-campus and off-campus.
- Section IV      Public Relations
- a.      Meetings will be held at the discretion of the Secretary.
  - b.      Will design, produce and post flyers for EWB-Hope events.
  - c.      Will increase community awareness about EWB-Hope, by means of newspaper articles, press releases, yearbook articles, radio announcements, etc.

## Article V: Budget

- Section I      Specifications
- a.      Must be proposed by the treasurer and submitted to the executive committee for review at the end of the school year in conjunction with the officers elect.
  - b.      Will be submitted to EWB-USA as specified by the organization.

## Article VI: Meetings

- Section I      General Meetings
- a.      Will take place at least once a month starting at the beginning of each semester.
- Section II      Executive Meetings
- a.      Will meet every other week or at the discretion of the president.
- Section III      Committee Meetings
- a.      Will meet as determined by the project chairs.

## Article VII: Amendments

### Section I Specifications

- a. May be made to this constitution by a 2/3 affirmative vote of the members at a meeting.
- b. All proposed amendments to this constitution must be submitted in writing at a general meeting or to an executive committee member at least one week prior to the meeting at which the vote is to be taken.

## Article VIII: Miscellaneous

### Section I Policies

- a. All policies for organizations as designated by Hope College will apply.
- b. All policies will also comply with those of EWB-USA.

### Section II Dissolution Clause

- a. In the case of chapter dissolution, all remaining funds will be given to EWB-USA.

### Section III Travel

- a. All travel, both locally and to foreign countries, will abide by the policies of Hope College.