

**ENGINEERS WITHOUT BORDERS**  
**PURDUE UNIVERSITY CHAPTER CONSTITUTION**  
CREATED FALL 2017

**Article I - Preamble**

**Section 1.1: Overview**

We, the members of the Engineers Without Borders Purdue University Chapter, do hereby establish this constitution in order that our purpose be realized to its fullest extent.

**Article II - Name**

**Section 2.1: Overview**

The name of the organization will be “Engineers Without Borders Purdue University Chapter” or “EWB Purdue.”

**Article III - Purpose**

**Section 3.1: Overview**

The mission of EWB Purdue is to develop and implement sustainable projects in partnership with community stakeholders, foster professional development in its members, and educate its members about international development practices.

**Article IV - Affiliations**

**Section 4.1: Overview**

The Engineers Without Borders Purdue University Chapter is a collegiate chapter of the nationally recognized organization Engineers Without Borders or EWB-USA and a partner of the EPICS program at Purdue.

**Article V - Definition of Membership**

**Section 5.1: Overview**

Any Purdue University Student, regardless of major or school year can join EWB Purdue. All chapter members in EWB Purdue must fulfill the following three requirements: register as part of the student organization on Boilerlink; register as a member of the National Organization through Volunteer Village; and pay chapter membership dues. Membership will be broken down into two forms: first semester membership and full membership. Members will be a part of one of the design teams listed below.

- a. Leadership Design Team
  - i. President, Vice President, Project Manager, Treasurer, Webmaster, Event Organizer
  - ii. Members of the leadership design team may only hold and participate in their designated position
- b. First Semester Member Design Team
  - i. First Semester Member Design Team lead
  - ii. All students who are first semester members
- c. Other Design Teams
  - i. All full EWB members not on the leadership design team except for the First Semester Member Design Team Lead
  - ii. Details of other design teams will vary from semester to semester depending upon what project work the chapter is working on
  - iii. Each design team will have one design lead.

- iv. Each project will have at least one grants writer

### **Section 5.2: First Semester Members**

New members to EWB Purdue will be referred to as first semester members. The purpose of first semester membership will be to have students become accustomed to EWB Purdue's values and projects. A student can only be a first semester member for one semester unless there are extenuating circumstances. First semester member commits to attending meetings 6 to 8 pm Monday nights as well as 1 hour of work outside of Monday meetings. Students must join by eight weeks into the semester, have attended two-thirds of meetings since joining, and have completed all five lecture videos in order to complete their first semester as an EWB student. First semester members will participate in a local mini design project.

### **Section 5.3: Full Members**

To become a full EWB Purdue member students must apply. All first semester members who apply to be a full EWB member will be accepted as long as they have fulfilled first semester member responsibilities.

### **Section 5.4: EPICS Registration**

Barring extenuating circumstances, EWB Purdue full members will be registered for the EWB-EPICS course. Full members commit to attending a two hour lab every week as well as work outside of lab meetings appropriate to the credit hours they are enrolled for.

### **Section 5.5: Active Members**

Active members are defined as dues paying members that are either EWB-EPICS registered members or first semester students who have attended two-thirds of the semester meetings before the vote, and have attended at least four meetings. Students on study abroad or co-op may be considered an active member solely for officer nominations if they had active membership status in the semester prior to the current term.

## **Article VI - Officers, Election, and Impeachment**

### **Section 6.1: Elections**

Officer appointment shall consist of a 1-semester obligation. All student leadership positions will be elected. Only active members may run for officer positions. New officers shall be inducted prior to the end of the semester. Students may only hold one leadership position at a time. Seniors in their last semester are not able to run for officer positions. Design Leads are elected by EPICS-enrolled students; all other positions are elected by active members.

### **Section 6.2: Leadership Structure**

The EWB Purdue leadership structure will consist of all design leads, grant writer, events coordinator, webmaster and the executive officers. Executive officers will be comprised of President, Vice President, Project Manager, and Treasurer. The roles of each officer are explicitly listed in the Bylaws.

The responsibilities of the President and Treasurer are as follows:

1. President
  - a. Head of the leadership design team
  - b. Responsible for ensuring Vice President, Treasurer, and Project Manager positions are fulfilling their obligations

- c. Receives and reviews PIGS from executive officers
  - d. Must update Constitution every semester and submit to SAO
  - e. Must review chapter budget and expense report at least once a semester
  - f. Schedules and runs advisor meetings
  - g. Responsible for ensuring the study abroad proposal is completed and submitted
  - h. Responsible for initiating travel documents through EWB
  - i. Keeps in contact with Indiana state representative
  - j. Runs elections
  - k. Responsible for running chapter meetings
  - l. Responsible for running officer meetings
2. Treasurer
- a. Part of leadership design team
  - b. Oversees grant writers from each design team and responsible for making sure grant writer duties are completed
  - c. Keeps accounts through BOSO, EPICS, and EWB-USA and deposits, monitors, and reimburses all organization funds into appropriate accounts
  - d. Reports to the President and updates executive board on account balances, fundraising goals and activities, and grant application statuses
  - e. Responsible for reviewing the budget for the projects as well as monitoring the purchases and changes occurring throughout the year
  - f. Must collect member dues every semester
  - g. Responsible for making sure EWB National program fee is paid annually
  - h. Must regularly update budget and expense/income ledger
  - i. Provide itemized budget to EPICS office for all projects (due week 4)

### **Section 6.3: Officer Removal**

If an officer is not performing their assigned duties and causing the club and project to suffer, he or she is subject to impeachment. The officer will be impeached and removed by a majority vote from the other officers. Once impeached, a replacement officer will be appointed by the remaining officers. A majority vote will be held among officers for the appointment.

### **Section 6.4: Quorum**

A quorum of the chapter is defined as a majority of the active members.

## **Article VII - Meetings**

### **Section 7.1: Overview**

All members are expected to commit to two hours of lab per week. The first ~30 minutes, every design team reports relevant PIGS (Progress Issues Goals). Afterwards all members split into design teams to work until end of two hours. Once a month, there will be speakers/educational activities during the Monday night meeting. These will not count as EPICS Professional Development Hours as they occur

during lab. Executive Officers will meet with advisors and TA for 30 minutes of lab to review progress and discuss any issues or challenges.

### **Section 7.2: Leadership Team Resources**

The leadership team members may request support from the other design teams on a weekly basis; a number of students needed is required. This request must be submitted to the Project Manager and Design Leads by the Friday before the required lab. The Design Leads must then appoint team members to aid the leadership team member during lab and outside of lab time for that week.

## **Article VIII - EPICS Grading**

### **Section 8.1: Documentation**

All graded or otherwise important team documents will be uploaded to the semester documentation on the EPICS server system at minimum before every design review. Design team work throughout the semester and individual notebooks will be kept outside EPICS servers (ex: on team Google Drive) following the set template format.

## **Article IX - Advisors**

### **Section 9.1: Overview**

In compliance with Purdue Student Activities and Organization (SAO) EWB Purdue will have one or more advisors at all times. The advisor(s) shall serve as an advisory role only and may not have voting rights, including voting to approve expenditures or programs. Advisor(s) provide advisement and support, and enhance student life outside the classroom. Advisors must include an EPICS advisor/instructor, a student organization advisor, a travel mentor, and a Responsible Engineer in Charge. EPICS advisors will adhere to EPICS guidelines for advising EPICS teams.

### **Section 9.2: Advisor Appointment**

The appointment of a new advisor will be approved through a two-thirds chapter vote. Chapter will receive information on credentials of advisors at least 3 days before voting to approve. The advisor will be picked based on the relevant experience they possess with regards to EWB/EPICS.

### **Section 9.3: Advisor Removal**

If an advisor is not fulfilling their responsibilities, EWB Purdue may remove them from their position as an advisor. The removal of an advisor will be done through a two-thirds majority, confidential vote of officers. One week before the vote takes place there will be an officer meeting with a discussion of why the advisor should be removed. This is to be used as a measure of last resort, following reasonable efforts to improve the relationship.

### **Section 9.4: Advisor Requirements**

Advisors will serve to provide advice to students. They will be available for students to meet with during an agreed upon time during the week for a minimum of one hour. Advisors must attend the mid-semester and end of semester design review.

### **Section 9.5: REIC**

There will always be at least one Responsible Engineer In Charge (REIC) for each project. The REIC will be approved by a majority vote of active members. The REIC agrees to provide engineering advice and adhere to EWB National REIC requirements.

## **Article X - Travel Team Selection**

### **Section 10.1: Travel Team Application**

For all trips, travel members will undergo a Travel Application Process regarding their travel. The size of the travel team will be selected both on trip need and funds available by the current officers through majority vote. To apply, travel applicants will complete and submit a travel application. A travel team interview panel, consisting of at least one non-traveling officer and the travel mentor, will interview each travel team applicant for a maximum of 30 minutes. This panel will discuss and select the travel team, along with writing a list of alternate travel members. If a travel team member cannot attend the trip, the first alternate will fill in this spot. This will be repeated for any additional members who cannot travel.

### **Section 10.2: Travel Team Requirements**

Any dues-paying EWB member may apply for travel. Travel team applicants must commit to a minimum of one semester of EWB involvement following their travel. Co-op students must register for the semester they are next on campus. This means that any students applying must not be graduating the semester prior or during travel.

## **Article XI - International Travel**

### **Section 11.1: Overview**

All trips will be credit bearing study abroads following the following protocol. The respective project design team(s) will submit the standard study abroad proposal by July 15th for January-April Travel, November 1st for May-August Travel and March 1st for September-December Travel. The president will be responsible for ensuring the study abroad proposal is completed and submitted. The trip planning will be the responsibility of the travel team members and the travel mentor. The president will aid with planning travel before travel team members are appointed.

## **Article XII - Amendments**

### **Section 12.1: Overview**

The constitution is binding to all members of EWB Purdue, but the constitution is not binding unto itself. Amendments to the constitution must be proposed in writing and submitted by at least three Active Members. The proposed amendments will be made available for review by all members for three days before vote and must be presented to the chapter. Proposed amendments will become effective following approval of a two-thirds majority vote. All active members may participate in this vote. All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations (SAO) Office. Amendments MAY NOT take effect until they have been approved.

## **Article XIII - Dissolution**

### **Section 13.1: Overview**

Upon the dissolution of EWB Purdue for any reason, all work and property controlled by the organization will be donated to the Purdue EPICS department. Funds remaining in the BOSO account will be donated to the EPICS department. EWB national accounts will be handled by the EWB national organization as they see fit.

## **Article XIV - Non-discrimination Clause**

### **Section 14.1: Overview**

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

**Signatures and Date of Adoption**

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Date of Constitution Adoption

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President of Engineers Without Borders Purdue University Chapter

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Advisor of Engineers Without Borders Purdue University Chapter

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Advisor of Engineers Without Borders Purdue University Chapter

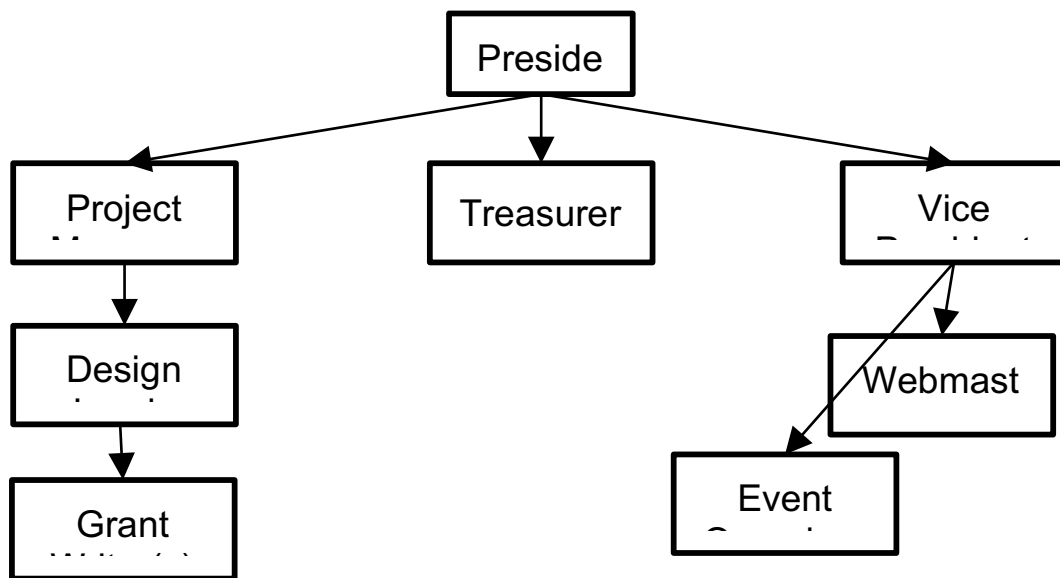
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Advisor of Engineers Without Borders Purdue University Chapter

## Bylaws:

### Section 1.1 - Officer Structure

EWB Purdue officers will consist of President, Vice President, Project Manager, Treasurer, Webmaster, Event Organizer, Design Lead(s), and Grant Writer(s). The executive officers will include the President, Vice President, Project Manager, and Treasurer. Each officer may only hold one officer position. Outgoing officers must schedule transition meetings with incoming officers within two weeks of elections. Officers are responsible for their duties even when school is not in session. (Spring-elected officers are responsible for duties during Summer; Fall-



elected officers are responsible for duties during Winter.)

### Section 1.2 - Officer Responsibilities

If an officer does not fulfill their roles they will meet with the officer they report to. This meeting will consist of discussing issues the officer is having and ways to improve these problems. If the officer continues not to fulfill their responsibilities they will be removed. EWB Purdue's impeachment process is outlined in Section 6.3 of the Constitution.

Outlined below are the major responsibilities of each officer.

3. President
  - a. Head of the leadership design team
  - b. Responsible for ensuring Vice President, Treasurer, and Project Manager positions are fulfilling their obligations
  - c. Receives and reviews PIGS from executive officers

- d. Must update Constitution every semester and submit to SAO
  - e. Must review chapter budget and expense report at least once a semester
  - f. Schedules and runs advisor meetings
  - g. Responsible for ensuring the study abroad proposal is completed and submitted
  - h. Responsible for initiating travel documents through EWB
  - i. Keeps in contact with Indiana state representative
  - j. Runs elections
  - k. Responsible for running chapter meetings
  - l. Responsible for running officer meetings
4. Vice President
- a. Part of the leadership design team
  - b. Responsible for making sure all Webmaster and Events Organizer duties are accomplished
  - c. Responsible for sending weekly schedule emails to chapter members
  - d. Responsible for updating EWB calendar
  - e. Responsible for scheduling educational speakers once a month
5. Treasurer
- a. Part of leadership design team
  - b. Oversees grant writers from each design team and responsible for making sure grant writer duties are completed
  - c. Keeps accounts through BOSO, EPICS, and EWB-USA and deposits, monitors, and reimburses all organization funds into appropriate accounts
  - d. Reports to the President and updates executive board on account balances, fundraising goals and activities, and grant application statuses
  - e. Responsible for reviewing the budget for the projects as well as monitoring the purchases and changes occurring throughout the year
  - f. Must collect member dues every semester
  - g. Responsible for making sure EWB National program fee is paid annually
  - h. Must regularly update budget and expense/income ledger
  - i. Provide itemized budget to EPICS office for all projects (due week 4)
6. Grant Writer(s)
- a. Part of a project design team is encouraged to participate in the design team in ways other than grant writing
  - b. Writes applications for grants from EWB and other outside companies
  - c. There will be a grant writer designated to each EWB project
  - d. Researches and explores new grant opportunities for the team
  - e. Responsible for making sure grants are filled out and submitted on time

- f. Maintains list of grants that have been applied to in the past; awarded and not
  - g. Complete grant follow up (thank you letters, updates to donors)
7. Webmaster
- a. Part of the leadership design team
  - b. Responsible for updating websites for EPICS and EWB
  - c. Oversees all social media pages
  - d. Responsible for media promotional projects
8. Events Organizer
- a. Part of the leadership design team
  - b. In charge of any socials, fundraisers, or events
  - c. In charge of callouts and any outreach events such as campus involvement fairs/etc
  - d. Responsible for all apparel sales
9. Project Manager
- a. Part of the leadership design team
  - b. Oversees and mentors design leads to make sure work is being accomplished
  - c. In charge of the overall project and ensuring that it adheres to project timeline
  - d. Leads the EPICS portion of each meeting, including updates and follow-ups from the Design Leads and other members of the club
  - e. Responsible for having knowledge of EWB National policies and timeframes for project submissions
  - f. Responsible for the delivery of all project documents to EWB National
  - g. Responsible for facilitating Design Reviews
10. Design Leads
- a. Responsible for fulfilling project duties per EPICS guidelines
  - b. Reports to Project Manager
  - c. New Member design lead is responsible for keeping attendance of first-semester members

### **Section 1.3 - Membership Dues**

Membership dues will be collected by week 8 of every semester. Exceptions will be made if a student decides to join the club after week 8. The treasurer will maintain a log of due paying members. Students have the option of paying \$25 for the entire academic year, or \$15 for a semester. Dues will be accepted electronically (through an online portal), by cash or by check. Checks should be made out to “Engineers Without Borders Purdue University Chapter”. Payment of membership dues is a requirement for being a member of the organization. Membership dues help Purdue EWB pay some of the costs associated with being a student chapter under EWB-USA.

### **Section 1.4 - Decision Making of Executive Officers**

For all elections, constitution updates, and advisor changes, chapter approval must be acquired after executive officer approval. Executive officers can make decisions regarding chapter affairs and proposals from chapter members and/or officer members not on the executive team. A majority vote from executive officers is needed for a decision to pass.

### **Section 1.5 - Election Procedure**

Elections shall take place in week 14 of the semester. The nomination and election process are the responsibility of the President. Interested parties will nominate themselves or another member by the agreed upon election date. Nominees will be notified of their nomination and must submit a paragraph to the President to acknowledge their nomination by the date of the election. All active members will have the opportunity to read these paragraphs and vote on the candidates. The candidate with majority vote wins the election. If majority is split the executive team will break the tie.