Article I - Name, Purpose, and Non-Discrimination Policy:

1. The name of this organization is Engineers Without Borders USA-Oregon State University (EWB-OSU). EWB-OSU is a chapter of Engineers Without Borders USA (EWB-USA).

2. The intention of EWB-OSU is to reflect and support the mission and vision of EWB-USA: to support community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders. The establishment of a relationship between EWB-USA and universities will encourage a generation of globally aware individuals who understand that their future roles as professionals may profoundly contribute toward improving health and reducing poverty levels throughout the world.

EWB-USA is a national organization that believes collaboration with student and professional chapters is essential to the successful achievement of EWB-USA’s mission. To support this mission, EWB-USA will:

- Provide leadership, project reviews, and technical and logistical support.
- Screen project applications so only projects appropriate for EWB-USA chapters are made available.
- Provide a foundation for projects and assist chapters in obtaining grants and other funding.
- Establish a platform for quality control of final designs through the interaction of chapters with the Technical Advisory Committee (TAC) and their assigned EWB-USA project manager.

EWB-OSU will support the service goals of a university chapter:

- 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 to address problems together.

- Organize project teams to design, implement, and monitor engineering projects.
- Provide educational opportunities related to technical development in communities abroad and professional development for members.
- Work with EWB-USA to ensure the quality and appropriateness of the engineering project components and the end product for the community.

3. Non-Discrimination Policy: membership will not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, or veteran status.

Article II - Membership:

1. All voting members and officers of EWB-OSU must currently be enrolled at Oregon State University and have paid student fees. They are asked to register online with EWB-USA and read the chapter’s Constitution and Bylaws.
2. Community members may participate as non-voting members of the chapter.
3. Faculty members may participate as non-voting members of the chapter.
4. Membership dues for EWB-OSU are $20.00. All returning members are required to pay their dues by week 6 Fall term. All incoming members are required to pay their due by their 4th program meeting. Membership dues entitle students to participate in all EWB-OSU events, vote in elections, run for elected positions, and apply to travel. All memberships expire the first Monday of fall term each academic year. Please note that chapter membership dues are separate from EWB-USA membership dues.

Article III - Officers and Coordinators:

1. The chapter board will be composed of the President, Vice-President, Treasurer, Secretary, and the Executive Board Member. The board will direct the chapter in accordance with the Constitution & Bylaws. All new board and coordinator candidates are required to read the Constitution & Bylaws when they decide to run.
2. Officers are elected to serve one year starting the third board meeting of spring quarter. Outgoing officers and coordinators are responsible for training newly-elected members in their roles during spring quarter, as needed. Banquet Coordinators are expected to serve until the end of spring term following the Banquet.
3. Elections for board and coordinator positions occur during week 7 of winter term. Voting will occur between weeks 7 and 8. Results will be announced by week 9. The Banquet
Coordinator for the upcoming year will be selected in spring term following the Banquet. Newly-elected board members and coordinators should attend board meetings.

4. The Vice-President will succeed the President in the event of a vacancy. Vacancies in the office of the Vice-President, Treasurer, Secretary, and Executive Board Member will be filled from among the voting members by majority vote of the chapter.

5. If a board member or coordinator fails to attend three board meetings in a row without timely notice, the member will be on review by the board for replacement. Exceptions will be made for excused absences.
   i. The positions of IT Coordinator, Outreach Coordinator, and Workshops Coordinator may be filled by someone who is absent for one term. Other positions must be filled by someone who is present for the full academic year.

6. The duties of the elected officers are:
   a. The President will oversee all EWB-OSU activities, serve as liaison to EWB-USA and other chapters, oversee and chair the board, and ensure that all chapter objectives are carried into effect while staying true to the club’s mission and vision. This board member must have served a term on the board or as a coordinator. Responsibilities also include the following:
      i. Annually renew Sponsored Organization Agreement with Student Leadership and Involvement (SLI) and ensure that all sponsoring school heads and faculty advisors sign it
      ii. Assist the workshop coordinators in planning the first general meeting in fall term
      iii. Write the agenda for board meetings, with the help of the board
      iv. Review the Constitution and Bylaws at the beginning of winter term and keep them relevant to chapter proceedings to ensure the understanding of board responsibilities
      v. Assist the Executive Board Member with sending quarterly program updates to faculty advisors
   b. The Vice-President will assist the President in overseeing all EWB-OSU activities and assume the duties of the President in their absence. In addition to assisting the president, the VP will assist with the following:
      i. Oversee maintenance of inventory of EWB-OSU physical supplies
      ii. Manage the organization profile on the SLI system
         1. Ensure that the SLI system gets updated with all events and activities pertaining to EWB-OSU
         2. Ensure all reports get completed by their respective deadlines
      iii. Update agenda as needed
c. The **Treasurer** will keep all finances of the chapter in order and assist the fundraising coordinator in fundraising endeavors as needed. Responsibilities also include the following:

i. Manage all funding entrusted to EWB-OSU through the MU index and the EWB-USA funding account, which will be accessed through Volunteer Village

ii. Annually update the SLI database with the master budget and other relevant information

iii. Update the board with the balance, revenue, and spending, at least once per term

iv. Aid program coordinators in preparing budgets

v. Reimburse spending on behalf of EWB-OSU

vi. Assist the president with quarterly updates by sending updated chapter funds at the end of each term

vii. Update agenda as needed

d. The **Secretary** shall keep all members informed of meetings and activities and record and post minutes from chapter meetings online (including but not limited to Board, general and retreat). In the event that the secretary cannot attend a chapter meeting, they should find a substitute recorder in advance of the missed meeting. Responsibilities also include the following:

i. Record board attendance and minutes during board meetings

ii. Send a recap email after every board meeting

iii. Schedule room requests for program meetings, board meetings, and workshops

iv. Write and distribute weekly newsletter to all EWB members
   1. Newsletter shall include weekly updates and program meeting times

v. Assist Executive Board Member to complete and distribute quarterly newsletter to all EWB members
   1. Newsletter shall include all program activities and updates, workshop summaries, and relevant information for the next term

vi. Contact school newsletters (ex. CBEE, MIME, CCE) to update them about program meeting, workshop, and event details.

vii. Assist IT Coordinator with updating the Google Calendar on the club website

viii. Keep listservs up to date

ix. Update agenda as needed

e. The **Executive Board Member** will assist new board members in their transition
to decision making roles. This board member must have served a term on the board or as a coordinator.

i. Attend all board meetings for the duration of time in office
ii. Review and advise the board based on club history
iii. Represent EWB at the Engineering Student Council (ESC) and relay all information to the board
iv. Update the ESC on activities and accomplishments
v. Organize new officer elections
vi. Create and publish the Organization Annual Report and the Student Leadership and Involvement Annual Report
vii. Maintain connection with alumni
   1. Collect contact information from graduating seniors and add information to the alumni listserv
   2. Document major accomplishments of alumni
viii. Ensure all outgoing officers and coordinators have updated their knowledge retention sheet for their successor at the end of each term.
ix. Maintain and distribute knowledge of Volunteer Village with all members
x. Update agenda as needed

7. All coordinators are expected to attend board meetings as needed. Program, outreach, banquet, and workshop coordinators are expected to prepare an annual budget before the completion of the first term in which they are elected. Coordinator budgets must be approved by the board and reviewed quarterly. In addition, the duties of the coordinators will be as follows:
   
f. The Program Coordinator(s) will be appointed each academic year by the Program Coordinator from the previous year and approved by the board to oversee the application for and implementation of EWB-OSU projects. Each Program Coordinator will:
   
i. Assist in establishing project teams, schedules and goals
   ii. Ensure that all projects within their program meet EWB-USA standards
   iii. Let OSU know of intentions to travel three months in advance
   iv. Manage or delegate grant applications to team members in line with proposed budget of their program
   v. Recommend a replacement for their position to the board one week prior to general elections of winter term
   vi. Communicate EWB events and activities to program members and posting relevant information on communication
vii. Serve as the selection committee coordinator for the following year.

viii. Appoint program members to the following program-specific positions:

i. **Program Executive Member**: a program member with at least two terms of experience with the program, preferentially including travel; the Program Executive Member will be responsible for assisting the new coordinator transition into the role, onboard new members, and other tasks as needed.

ii. **Program Grants Coordinator**: a program member with at least two terms of experience with the program; the Program Grants Coordinator will be in charge of ensuring that the applications to EWB-USA and outside grants, are written and submitted on time.

iii. **Program Membership Coordinator**: any program member; the Program Membership Coordinator will be responsible for taking attendance, getting new member email addresses, ensuring all new members are registered on the SLI system, and helping with outreach events as needed.

iv. **Planning, Monitoring, Evaluation, and Learning (PMEL) Lead** for each program will be appointed by the previous program PMEL Lead. The lead must be qualified based on EWB-USA requirements, outlined in the 904 document. The PMEL lead will work with the Program Coordinator to assess EWB-OSU project impacts through planning, monitoring, evaluation and learning. PMEL lead(s) will recommend a replacement by week seven of winter term.

g. The **Outreach Coordinator** will be elected to oversee and handle all outreach or publicity events for EWB. Responsibilities include:

i. Organize and manage outreach events such as
   1. School visits (ex. Adams elementary school visit and presentation)
   2. Classroom visits at the beginning of each term
   3. Tabling events (ex. Beaver community fair, cookies and clubs, etc.)

ii. Create promotional material for events

iii. Contact College of Engineering (COE) departments at the beginning of each quarter to advertise club meetings (ex. Posting on COE TVs, etc.) and work with secretary to update COE School newsletters (ex. MIME, CBEE, CCE, etc.)

iv. Update agenda as needed

h. The **Workshop Coordinator** will be elected to organize and execute educational
opportunities for the chapter. Responsibilities include:

i. Plan, organize, and run workshops each term
ii. Report workshop budget to the treasurer before the start of each term
iii. Contact professors and professionals to organize workshops and speaker events
iv. Send thank you letters to professionals/professors who donate their time and expertise for workshop activities
v. Plan the first general meeting in the fall with the help of the President
vi. Update agenda as needed

i. The **IT Coordinator** will be elected to develop and update all chapter technology and social media platforms and will work to ensure the website is updated to reflect current events, meetings, and the mission and vision of EWB-USA. Responsibilities Include:
   i. Update website weekly with new information and remove out-of-date content
   ii. Manage and update communication platforms on an as-needed basis.
      1. Create events for club fundraisers
      2. Post all relevant workshop information and reminders
      3. Post on behalf of program coordinators during trips
      4. Assist and advise coordinators on post formatting
   iii. Oversee and manage the organization of Slack
   1.
   iv. Update agenda as needed

j. The **Banquet Coordinator** is an appointed volunteer who will plan, organize and advertise the EWB-OSU annual banquet. Responsibilities include:
   i. Plan the banquet
   ii. Update agenda

k. The **Fundraising Coordinator** will be in charge of organizing fundraising events throughout the year. The fundraising coordinator is not responsible for applying for grants, or requesting money from OSU, EWB-USA, or corporate sponsors but may assist the donor outreach coordinator in related tasks.

l. Responsibilities include:
   i. Organize at least one fundraiser per term (ex. Chipotle, Panda Express etc.)
   ii. Organize the annual end of year letter writing campaign
   iii. Report funding results from all fundraising events to the treasurer
   iv. Communicate with IT Coordinator to advertise relevant fundraisers
v. Assist Banquet Coordinators with banquet planning, particularly with running silent auction and helping with contacting potential attendees

vi. Update agenda as needed

m. The **Donor Outreach Coordinator** will be appointed to maintain and build relationships with EWB-OSU sponsors, which encompasses both private and corporate donors. Responsibilities will include the following:
   i. Initiate contact and follow-up with potential donors
   ii. Maintain communication with established donors
   iii. Manage donor history and request thank you letters from the President
   iv. Ensure all past/present donors receive EWB-OSU quarterly updates
   v. Maintain a running list of documentation for all pertinent donor information
   vi. Actively ensure Sponsorship Benefits are kept, up to date and available on the EWB-OSU website
   vii. Update agenda as needed

n. The **Historian** will be elected to obtain and organize visual and written documentation of events, activities and accomplishments throughout the year. Responsibilities will also include the following:
   i. Manage EWB-OSU photos/videos on Box Account
   ii. Keep a record of the club’s accomplishments and activities
   iii. Be in charge of creating club promotional material (ex. Promotional clips from program trips)
   iv. Aid program, local projects, workshop, IT and outreach coordinators with visuals and records necessary for their tasks
   v. Aid in developing the EWB-OSU annual reports
   vi. Ensure records are clear and easily accessible for future years to come
   vii. Create and update a document outlining the history of each program adopted by EWB-OSU
   viii. Serve as event photographer at all major events and other minor events if available. If unable to attend, the historian is responsible for finding a substitute photographer if necessary

**Article IV - Bylaws:**

1. Chapter Bylaws
   a. Board officers will be elected in a general election by voting members through ballot voting week 7-8 of winter term.
   b. Nominations for board candidates will be submitted to the Executive Board Member by Wednesday of week 6 of winter term. Candidates for the board must declare their intention to run by Sunday of week 7 of winter term.
c. Nominees will be allowed to see the number of people running for each position.

d. The candidate receiving the highest number of votes for each office will be declared elected. In the case of a tie, there will be a runoff election. New officer terms begin by the 3rd board meeting of spring quarter, but the transition date may be sooner if agreed on by the previous officer and the incoming officer.

e. The board will meet weekly during the academic year (9 months). Scheduling of these meetings for each academic term will be determined at the end of each previous term by a consensus of the officers.

f. Workshops will be held regularly during the academic year (9 months). Scheduling of these workshops will be determined by the workshop coordinators with consent of the board.

g. A quorum exists for the board if 3 of the 5 officers are present.

h. All chapter expenses must be pre-approved by the board. Reimbursement for any expense made without prior board approval is at the sole discretion of the board.

i. Board members will be required to keep up with board emails and responsibilities as needed to prepare for the upcoming academic term and to assist travel teams as needed.

2. Traveler Selection Bylaws

a. The Program Coordinator will organize the entire student traveler selection process, which includes creating coordinating traveler applications, choosing a selection committee from faculty and EWB members, and organizing a selection meeting.

   i. In the event that the Program Coordinator applies to travel, they will appoint a replacement selection coordinator from the board

   ii. During the selection meeting, the Program Coordinator is allowed to participate in all discussions not concerning their own selection.

b. The selection committee may consider issues including availability, language ability, technical ability, and EWB involvement (current and future involvement) when selecting travelers.

c. Any decision that involves special considerations, financial or otherwise (e.g., medical, citizenship), must be brought to the board for review by the selection committee coordinator. The board will vote to decide if the special consideration may be influential in the selection process.

d. Any concerns about the selection process can be brought to the board at any time leading up to a selection meeting by any member of the organization.

e. All student traveler selection decisions are final.

f. Expected traveler contribution to the trip will be $200.00, ten percent of the cost of a round-trip plane ticket and the cost of food and housing in community.

g. The Program Coordinator will facilitate the final decision of who the mentor(s)
will be. The mentor selection is subject to board approval.

h. The traveller selection process will begin six months prior to the travel date.

i. The travelling mentor will pay 50% of the cost of their plane ticket and food/housing in community. Any further coverage will be considered a donation.

j. EWB-OSU will cover the cost of insurance, in-country project-related expenses, and airfare for selected travellers.

k. Travellers will cover the cost of visas, training, and immunizations.

Article V - Procedure for Removing an Officer or Coordinator:

1. Board members and coordinators are expected to uphold themselves in a professional manner that reflects the purpose of the EWB-OSU organization. In the event that a board member or coordinator violates this principle or is not fulfilling his/her duties, the following procedure may be invoked to remove them from office:
   a. Any chapter member may call for a board vote to remove an officer or coordinator.
   b. A majority vote by the board in favor of removal will trigger a vote by the chapter.
   c. A secret ballot will be held allowing all members to vote either in favor of or against the removal of said board member or coordinator from office.
   d. A two-thirds majority vote in favor will result in the immediate removal of said board member or coordinator from office.
   e. In the event of a successful bid to remove a board member or coordinator from office, a temporary replacement will be appointed by the board to serve the remainder of the vacant term.

2. In the event that a board member or coordinator does not attend three consecutive board or general meetings without first notifying the board, their position will be reviewed by the board to determine whether they are capable of continuing to carry out their duties.

Article VI - Advisors:

1. As a Sponsored Student Organization, EWB-OSU is required to have a faculty advisor.
   a. Advisors of the chapters must be members of the University faculty or Administrative & Professional staff.
   b. Advisors must be approved by the sponsoring unit, the College of Engineering.

2. The responsibilities of the faculty advisor include overseeing board activities and assisting in maintaining the continuity of the organization during transitions to new board members.

3. In the event that the board approves funding appropriation which is greater than $5000 US dollars, the faculty advisor must be present for the vote. If they cannot be present, they must pre-approve the expense.

4. In the event that a member disagrees with a decision made by the board they may request for the faculty advisor opinion.
Article VII - Meetings of the Organization:

1. Chapter meetings will consist of workshops, board meetings, program meetings and any necessary work meetings.
   
a. Workshops: meeting hours and days will be decided by the board prior to the start of the term. The workshop coordinators are responsible for hosting these meetings. The secretary of the chapter is responsible for reserving a space.

b. Board meeting: meeting hours and days will be decided by the board prior to the start of the term. The president of the organization is responsible for hosting these meetings. The secretary of the chapter is responsible for reserving a space.

c. Program meeting: meeting hours and days will be decided by the program coordinator prior to the start of the term. The program coordinator is responsible for hosting these meetings. The secretary of the chapter is responsible for reserving a space.

Article VIII - Method of Amending Constitution:

1. The Constitution & Bylaws document 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 via an online form.
   
c. The proposed amendment will be approved after one week of voting if a simple majority of members participating in voting are in favor of the amendment.
   
d. The entirety of the constitution may be revised at once upon approval from the chapter. The final, amended constitution must have the approval of a simple majority of the members who participate in the vote.

Article IX - Parliamentary Authority:

1. The rules contained in the current edition of Robert’s Rules of Order Newly Revised will govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the organization may substitute.