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, 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, 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.
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. Annual dues of $15 will be paid at any point during the academic year. Membership dues entitle students to vote in elections, run for elected positions, attend EWB-OSU private events, and apply to travel. All memberships expire the first Monday of Fall term each academic year.
   a. Membership fees will be as follows for subsequent terms:
      i. $10 in Winter term
      ii. $5 in Spring term

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 of the chapter. All new board members are required to read the Constitution & Bylaws as soon as possible after being elected.
2. Officers are elected to serve one year starting the third Monday of Spring term. Outgoing officers and coordinators are responsible for training newly elected members in their roles during spring term, as needed.
3. Elections for board positions occur during week 7 of winter term while coordinator position
elections occur during week 8. Newly elected members are responsible for attending board meetings.

4. The Vice-President will succeed to President in the event of a vacancy. Vacancies in the office of the Vice-President, Treasurer, and Secretary will be appointed by the board from among the voting members.

5. If a board member or coordinator fails to attend three board meetings in a row, the member will be placed on review by the board for replacement. Exceptions are given for excused absences.

6. The duties of the elected officers will be as follows:
   ○ 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 resolutions are carried into effect. Responsibilities also include the following:
     i. File Student Sponsorship Organization with MU student Services
     ii. Oversee thank you letters to donors
     iii. Plan general meetings with help of board
     iv. Complete weekly status report
   ○ The Vice-President will assist in overseeing all EWB-OSU activities, coordinate speaker meetings, supervise the election of officers, and assumes duties of the President in his/her absence. Responsibilities also include the following:
     i. Keep inventory of EWB OSU physical supplies
     ii. Lead Coordinators
     iii. Manage New member committee sign up sheet
     iv. Lead 5 minute new member meetings after general meetings
     v. Organize new officer elections
     vi. Compile and manage weekly status reports
   ○ The Treasurer will keep all finances of the chapter in order, keep track of donors, collect membership dues, and oversee and assist the fundraising coordinator. Responsibilities also include the following:
     i. Manage funding accounts with MU and EWB-USA
     ii. Update board with funds
     iii. Manage donor history and request thank you letters from President
     iv. Reimburse spending
     v. Status Report
       1. Status report shall include updated chapter funds
          a. Chapter fund reports should be individually sent to the faculty advisor as well
   ○ The Secretary will assist in administrative management of all chapter meetings, keep all members informed of meetings and activities, record and post meeting minutes, develop
the quarterly newsletter, and oversee and assist the membership coordinator. In the event that the secretary cannot attend a chapter meeting, they should find a substitute note taker in advance of the missed meeting. Responsibilities also include the following:

i. Record and post minutes online
ii. Term Report
iii. Compile Annual Report
iv. Status Report

○ The Executive Board Member will assist new board members in their transition to decision making roles. This board member must have served on the board in a previous year.

7. All elected coordinators are expected to attend board and general meetings. All coordinators, with the exception of IT, are expected to prepare an annual budget before the completion of the first term in which they are elected. Coordinator budgets must approved by the board and reviewed quarterly. In addition, the duties of the coordinators will be as follows:

○ The Project Coordinator(s) will be appointed each academic year by the project coordinator from the previous year and approved by the board to oversee the application for, and implementation of, EWB-USA projects. The Project Coordinator will assist in establishing project teams, schedules and goals, and will be responsible for ensuring that all projects meet EWB-USA standards. One Project Coordinator will be appointed per project. The Project Coordinator will recommend a replacement for their position to the board at the conclusion of their term. Project coordinators are also responsible for filing weekly status reports.

○ The Local Projects Coordinator will be elected as needed to develop local projects for members. The coordinator will work, manage and motivate members to put their engineering skills to use.
  i. The group will work on at least one project at a time.
  ii. The group will meet outside of general meetings to work on projects
  iii. Status Report

○ The Outreach Coordinator will be elected as needed to oversee and handle any outreach or publicity events for EWB. Responsibilities include:
  i. Managing outreach events
     1. School visits
     2. Tabling events
  ii. Create promotional material
  iii. Manage classroom visits
  iv. Status Report

○ The Workshop Coordinator will be elected as needed. Responsibilities include:
i. Manage EWB Lecture Series
ii. Contact and organize workshops with professors
iii. Send thank you letters to professionals/professors who donate their time and expertise for club activities

○ The **Membership Coordinator** will be elected as needed to recruit new members and maintain a database of current member information including name, membership status, mailing address, phone number, major/profession, and email address; and work in conjunction with the Secretary to keep members informed of upcoming meetings and activities.
   i. Collect membership registration forms
   ii. Transfer membership dues to the treasurer
   iii. Provide members with membership licenses for food at meetings
   iv. Organize food at general meetings
   v. Collect attendance sheets
   vi. Status Report

○ The **IT Coordinator** will be elected as needed to develop and update the chapter website, and will work to ensure the website is updated to reflect current events, meetings, and the mission and vision of EWB-USA.
   i. Manage membership profiles
   ii. Update EWB-OSU finances page
   iii. Email departments at the beginning of each term to advertise club meetings
   iv. Status Report

○ The **Fundraising Coordinator** will be elected as needed to oversee fundraising activities and will work with the Treasurer and Secretary to track donations to the chapter.
   i. Lead a team of individuals for different fundraising events
   ii. Record successes of fundraising events on EWB storage server
   iii. Research and apply for grants
   iv. Status Report
   v. Minimum of one fundraiser per term

**Article IV - Bylaws:**

1. **Chapter Bylaws**
   a. Officers will be elected in a general election by voting members through ballot voting.
   b. Nominations will be submitted to the Vice-President by voting members.
   c. Elections will be held during the winter term. The candidate receiving the highest number
of votes for each office will be declared elected. New officer terms begin by the 3rd Monday of Spring term, but the transition date may be sooner if agreed on by the previous officer and the incoming officer.

d. 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.

e. General chapter meetings will be held regularly during the academic year (9 months). Scheduling of these meetings will be determined by the board.

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

g. Chapter expenses totaling 50 US dollars or less within a single week require approval from both the President and Vice President. These expenses must be reported at the next board meeting.

h. All chapter expenses exceeding 50 US dollars must be pre-approved by the board. Any expense made without board approval in advance may or may not be reimbursed.

2. Traveler Selection Bylaws

a. The Project Coordinator will organize the entire student traveler selection process, which includes coordinating traveler application, selection committee, and selection meeting.

i. In the event that the Project Coordinator applies to travel, they will appoint a replacement selection coordinator from the board, and if all the board members have applied to travel, then they will appoint another member of the chapter.

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

b. 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.

c. 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.

d. All student traveler selection decisions are final.

e. Expected traveler contribution to the trip will be determined by the board and project coordinator.

f. The Project Coordinator will facilitate the final decision of who the mentor(s) will be.

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 deemed to be unfit to carry out his or her duties, the following procedure may be invoked to remove them from office:

a. Any general 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 general membership.
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 does not attend 3 consecutive board meetings their position will be reviewed by the board to determine their ability 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 also approve.

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 regular general meetings, board meetings and any additional work meetings such as project meetings and fundraising meetings.
   a. General meetings: 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.
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. Work meeting: meeting hours and days will be set on an as needed basis.
   i. It is expected that each group have weekly or bi-weekly meetings.

**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. If the proposed amendment receives an affirmative vote of at least 51% of voting members after one week’s time, the amendment will be approved.
   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 at least 51% of the voting members.

**Article IX - Parliamentary Authority:**

1. The rules contained in the current edition of Roberts 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 adopt.