

# ENGINEERS WITHOUT BORDERS

JOHNS HOPKINS UNIVERSITY

Chapter Constitution & By Laws

Founded March 2005

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# Preamble

We, the members of Engineers Without Borders at Johns Hopkins University, hereby establish the following constitution and bylaws to effectively perform our mission.

## Article I – Name and Affiliation

- 1.0 The name of the organization shall be Engineers Without Borders – Johns Hopkins University (JHU EWB-USA). JHU EWB-USA shall be affiliated with Engineers Without Borders USA (EWB-USA) and with associated professional and university chapters in the United States.

## Article II – Mission

- 2.0 The Johns Hopkins University Chapter of EWB-USA ("JHU EWB-USA") seeks to fulfill EWB-USA's goals to partner with and help communities world wide through the participation and partnership of students, professors, and professionals. JHU EWB-USA will forge long-term relationships with the host communities and local organizations in technological exchanges that will empower the communities, resulting in a greater student understanding of global cultures and needs."

## Article III – Objectives

- 3.0 To fulfill the mission, JHU EWB-USA must pursue the following objectives:
  - 3.0.1 Research, design, and implement sustainable technical solutions that not just meet the needs of disadvantaged communities but empower them to improve their quality of life.
  - 3.0.2 Promote enthusiastic, proactive cross-discipline collaboration amongst students in solving technical development problems affecting disadvantaged regions.
  - 3.0.3 Raise awareness of the importance of culturally sensitive engineering solutions as well as the context of these solutions.
  - 3.0.4 Establish a collaborative effort at Johns Hopkins University between students, faculty, and professionals to implement solutions in a timely and cost-effective manner.

## Article IV – Membership and Voting

- 4.1 Members of JHU EWB-USA will consist primarily of JHU undergraduate or graduate students. Students from neighboring universities are also eligible for membership and participation in all project activities. However, only fulltime JHU students can

vote or hold office.

- 4.2 Associate Members will consist of JHU faculty, staff, alumni, and professionals. Associate Members cannot vote or hold office.
- 4.3 Members must complete the membership application and pay an annual membership fee, in an amount to be established at the beginning of each academic year by vote of the Executive Board and with agreement of the faculty advisor(s). This fee will be paid to JHU EWB-USA through the Treasurer. The chapter will pay the yearly national membership dues and collect student member dues to cover this cost. JHU EWB-USA membership becomes official once the potential member turns in the member application and the dues; EWB-USA membership becomes official upon registration on the national website.
- 4.4 Membership selection must not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, or veteran status.
- 4.5 To be considered an Active Member, a member must have an attendance of at least ONE general body meeting a semester and regular attendance at project meetings to which a member belongs to (“regular” defined as based on team leader’s discretion).
- 4.6 General votes will be announced at least one week in advance excluding elections.
- 4.7 Executive Board votes will be the tiebreaker votes.

## Article V – Executive Board

- 5.1 The Executive Board will consist of the following officers: President, Vice President, Treasurer, Secretary, Webmaster, Public Relations Officer, Fund-raising Chair, and Project Team Leaders.
- 5.2 Eligibility: The officer must be an Active Member with at least 1 semester of fulltime enrollment in Johns Hopkins University, with good academic standing, and with time to fully commit to a full service term.
- 5.3 A term of office for an Executive Board Officer will last for 14 months, beginning the day after elections in March and ending at the end of Spring semester the following year.
  - 5.3.1 The 14 months will consist of:
    - 2 months of fulltime overlap and training at JHU in the spring (this training with the existing Executive Board will be mandatory);
    - 3 summer months of continuing communication with the outgoing officer (as necessary);
    - 9 months of service as JHU EWB-USA officer during the school year;
  - 5.3.2 An officer who becomes unable to adequately fulfill the duties of the position is encouraged to resign immediately. An officer may also be removed through petition by peers and approval of the faculty advisor. In the case of an officer of the Board, such removal requires signed petition by at least three Executive Board officers. In the case of a committee member, removal requires signed petition by a majority of committee members. Such petitions shall be made to the faculty advisor who will make final judgment in conference with the Executive Board.

5.4 The Executive Board has the following responsibilities:

- 5.4.1 Perform duties to achieve the objectives outlined in Article III in order to fulfill the JHU EWB-USA mission.
  - 5.4.2 Direct activities and events relevant to Article III objectives.
  - 5.4.3 Review and deliberate over decisions relevant to Article III objectives.
  - 5.4.4 Approve expenditures incurred in the current term.
  - 5.4.5 Designate chairs and committee members when required.
- 5.5 President – The President represents JHU EWB-USA in interactions with persons within the chapter and outside of the chapter. The President will be the primary chapter liaison for university affiliated organizations and EWBUSA affiliates.

Duties:

- 5.5.1 Perform duties that achieve JHU EWB-USA's mission and objectives, providing leadership to do the same for the membership.
  - 5.5.2 Chair all Executive Board Meetings and have at least 90% attendance for these meetings.
  - 5.5.3 Oversee all JHU EWB-USA projects, board meetings and team projects.
  - 5.5.4 Oversee all Executive Board and committee activities.
  - 5.5.5 Serve as one of four signatories for JHU EWB-USA.
  - 5.5.6 Ensure that Executive Board and committee members are performing their duties and reserve the power to remove them from office.
  - 5.5.7 Perform duties of vacant officer positions until filled, except for Vice President. Someone other than the President must hold this position at all times.
- 5.6 Vice President – The Vice President is responsible for administering event activities of JHU EWB-USA. The Vice President will serve as the liaison between JHU EWB-USA and Professional Partners and also act on behalf of the President in his or her absence.

Duties:

- 5.6.1 Assist the President in performing duties relevant to the mission.
- 5.6.2 Chair all General Body Meetings, and delegate the responsibilities of planning each Body Meeting to appropriate persons.
- 5.6.3 Spearhead development, alongside the President, of an annual theme consistent with the JHU EWB-USA mission.
- 5.6.4 Serve as one of four signatories of JHU EWB-USA.
- 5.6.5 Coordinate logistics of campus events, including the Student Activities Committee Fair and Spring Fair.
- 5.6.6 Create and develop educational events on campus (i.e. visiting freshman classes to talk about JHU EWB-USA).

- 5.6.7 Coordinate EWB social events per semester.
- 5.6.8 Ensure JHU EWB-USA participation in relevant campus events.
- 5.6.9 Serve as a message board administrator.
- 5.6.10 Will maintain regular contact (i.e. attend meetings) with the campus Engineers for a Sustainable World (duties shared with the Public Relations officer,).

5.7 Secretary – The Secretary is responsible for operational activities of JHU EWB-USA. The Secretary will serve as the primary liaison between potential and current JHU EWB-USA members.

Duties:

- 5.7.1 Perform duties that achieve JHU EWB-USA’s mission and objectives.
- 5.7.2 Be responsible for the JHU EWB-USA email account, including responding to account emails, sending out (Executive Board and General Body) meeting minutes, and announcements to student members, faculty, and professional members.
- 5.7.3 Maintain sourcebooks for each project team and Executive Board; will be ultimately responsible at the end of each academic year to ensure transition of logbook to incoming Executive Board members. .
- 5.7.4 Book space for events.
- 5.7.5 Take attendance at all JHU EWB-USA events, including General Body meetings.
- 5.7.6 Issue announcements.
- 5.7.7 Record, archive, and distribute minutes of Executive Board and General Body meetings and action items.
- 5.7.8 Serve as one of four signatories of JHU EWB-USA.
- 5.7.9 Assist President with logistical duties.
- 5.7.10 Maintain the NGO and industrial contact database.

5.8 Treasurer – The Treasurer is responsible for financial activities of JHU EWB-USA. The Treasurer will serve as the primary liaison between JHU EWB-USA and financial donors/partners.

Duties:

- 5.8.1 Perform duties that achieve JHU EWB-USA’s mission and objectives.
- 5.8.2 Maintain and document incoming/outgoing JHU EWB-USA mail in the New Engineering Building Academic Affairs office.
- 5.8.3 Serve as one of four signatories of JHU EWB-USA.
- 5.8.4 Record all income and expenditures for JHU EWB-USA.
- 5.8.5 Collect receipts for petty cash expenditure and issuing reimbursement.
- 5.8.6 Ensure financial regulations of JHU’s student organizations are followed.
- 5.8.7 Submit budget to Executive Board for approval.
- 5.8.8 Submit financial statements at the end of each semester.
- 5.8.9 Organize/ coordinate membership application process and consequently maintain membership database (of paid members).
- 5.8.10 Meet with Graduate Student Advisor and financial representative of each project team to discuss various aspects of project funding.

5.9 Public Relations – The Public Relations officer is responsible for administrating internal (on campus) and external (off campus) publications and media. The Public Relations officer is the primary liaison between the chapter and non-EWB internal/external organizations.

Duties:

- 5.9.1 Perform duties that achieve JHU EWB-USA's mission and objectives.
- 5.9.2 Create and preside over an ad hoc Public Relations Committee when necessary.
- 5.9.3 Will be the 'Quality Control check' of all proposals, reports, and presentations to ensure that they are relevant to the JHU EWB-USA mission.
- 5.9.4 Ensure publicity of JHU EWB-USA publications and media.
- 5.9.5 Serve as a liaison to the JHU chapter of Engineers for a Sustainable World (along with the Vice President).
- 5.9.6 Collaborate with the Vice President to create and develop mission awareness events for members and nonmembers.

5.10 Webmaster – The Webmaster is responsible for maintaining and addressing JHU EWB-USA related IT needs: JHU EWB-USA website, message board, and other subsequent features.

Duties:

- 5.10.1 Perform duties that achieve JHU EWB-USA's mission and objectives.
- 5.10.2 Maintain and update the JHU EWB-USA website on a regular basis.
- 5.10.3 Add new features when necessary.
- 5.10.4 Address IT issues.

5.11 Project Team Leaders – The Team Leader for each project that JHU EWB-USA decides to pursue is in charge of all aspects of a given and will be responsible for submitting appropriate EWBUSA paperwork for project approval. The Team Leader is the primary liaison between the project team and the Executive Board.

Duties:

- 5.11.1 Perform duties that achieve JHU EWB-USA's mission and objectives.
- 5.11.2 Recruit team members to get involved in the project and convey necessary JHU EWB-USA information at weekly meetings (i.e. remind members of dues).
- 5.11.3 Submit paperwork required of EWBUSA along every step of the project.
- 5.11.4 Secure a Professional Partner (PP) for the project and coordinate working on the project design with the PP and student members.
- 5.11.5 Coordinate all logistics of designing and implementing a project. The Team Leader may assign people from each team to be in charge of various topics, i.e. health information or travel logistics.
- 5.11.6 Appoint a financial point person of the team, who will meet with the Graduate Student Advisor for updates of the project budget and fundraising initiatives (including grant writing).
- 5.11.7 Maintain a logbook that will track information conveyed at weekly project team meetings and other pertinent project info.
- 5.11.8 Track team meeting attendance to ensure active membership of students.

5.11.9 Attend Executive Board meetings and update board members (especially Graduate Student Advisor) of project status.

5.11.10 Strive to educate team members on both technical and cultural issues relevant to the project.

5.12 Elections – Executive Board officers will be elected by the general voting membership in a majority vote of the active membership present at the election meeting.

5.12.1 Elections for next term officers will occur at a General Meeting constituting a quorum (Section 8.5) no later than April of the spring semester. Date, time, and location of the meeting will be emailed to all voting members no later than two weeks before election.

5.12.2 Applicants for Executive Board positions must fulfill the requirements of Section 5.2.

5.12.3 Nominations will be made no later than one week before elections. Self-nominations are permitted. The President will notify nominees three days before elections.

5.12.4 Nominees must submit a brief letter/email to the President stating intent and qualifications for running. Also, nominees must prepare a 35 minute speech for the position they are seeking, which will be presented during elections.

5.12.5 A nominee may run for more than one position but can only accept one position.

5.12.6 In the event that an officer resigns or is removed, the Executive Board must hold a Special Election following the protocols of 5.11, except the Special Election must be held as soon as possible to fill the vacant position(s).

5.12.7 Issues regarding order and administration of elections will be decided by the President.

## Article VI – Advisory Council

6.1 The Advisory Council is responsible for supporting the membership. It will consist of graduate students, faculty members, and professionals.

6.2 Members of the council will be selected by the Executive Board.

6.3 The Advisory Council is to provide technical advice for individual projects.

6.4 The Council aids the Executive Board in whatever capacity they are capable of.

6.5 Faculty Advisor – The faculty advisor is responsible for serving as chief advisor for JHU EWB-USA.

Duties:

6.5.1 Meet with Executive Board officers.

6.5.2 Review yearly budget.

6.5.3 Sign required paperwork.

6.5.4 Advise on issues of risk management and organization leadership.

6.5.5 Establish contacts with industrial connections.

6.5.6 Foster relationships between JHU EWB-USA and JHU faculty.

- 6.5.7 The faculty advisor will be invited and appointed by the Executive Board based on majority vote.
  - 6.5.8 The faculty advisor may be removed from office for not performing the duties defined by the constitution. Any member may bring this concern to the Executive Board, and the Executive board will meet with the advisor to discuss such matters. The Executive Board will then vote, where a majority will result in removal of the advisor.
  - 6.5.9 Reselection of a faculty advisor will follow Article VI Section 5.7.
  - 6.5.10 Length of the faculty advisor's term is indefinite, until he or she resigns or is removed.
- 6.6 Graduate Student Advisor – A graduate student advisor is responsible for serving a general advisory role to JHU EWB-USA. Duties are as outlined in Section 6.5 with the exception of 6.5.2, 6.5.3, and 6.5.6.
- Duties:
- 6.6.1 Investigate alternative sources of funding and sending written (informal) reports to the Faculty Advisor and the board officers which describe how best to pursue these alternatives.
  - 6.6.2 Work closely with the Faculty Advisor and other JHU EWB-USA members to coordinate with WSE, write letters of request, and submit formal funding proposals to agencies, foundations and firms.
  - 6.6.3 Assist the Faculty Advisor with issues of record keeping and correspondence.
  - 6.6.4 Work with Project Team Leaders to coordinate the administration and planning of projects, including assistance with applications to EWBUSA.
  - 6.6.5 Work directly on selected fundraising and development projects as needed.

## Article VII – Organization Committees

- 7.1 The JHU EWB-USA Executive Board may create one or more of the following ad hoc committees when necessary to take care of JHU EWB-USA event/project activities, finance, and public relations.
- 7.2 Committees must prepare a biweekly status report to the Executive Board, to be presented at the Executive Board Meetings.
- 7.3 Project Committee – The Project Committee is responsible for coordinating JHU EWB-USA sponsored events and overseeing progress of project subcommittees. The Vice President will represent the interests of this committee.

Duties:

- 7.3.1 Oversee the creation of project subcommittees necessary to fulfill the JHU EWB-USA mission. Projects here are defined as official EWBUSA approved engineering projects, EWB related research projects, and local projects relevant to JHU EWB-USA's mission.
- 7.3.2 Create local development projects that promote the values of JHU EWB-USA and benefit the local communities as well as JHU EWB-USA members.

7.3.3 Review potential projects and build consensus on interest amongst the membership before forwarding them to the Executive Board.

7.3.4 Maintain a database of research information relevant to JHU EWB-USA projects.

7.3.5 Coordinate the logistics of events.

7.4 Finance Committee – The Finance Committee is responsible for soliciting funds to support the JHU EWB-USA mission. The Treasurer will represent the interests of this committee.

Duties:

7.4.1 Oversee the creation of finance subcommittees necessary to fulfill the committee's objectives.

7.4.2 Create proposals for funding opportunities.

7.4.3 Implement methods for soliciting funds.

7.4.4 Organize fundraising events needed, in conjunction with the Project Committee.

7.4.5 Create and maintain a database of funding sources.

7.4.6 Obtain fundraising knowledge through workshops and literature.

7.4.7 Create a finance sourcebook for reference.

7.4.8 Collaborate closely with the Graduate Student Advisor on all projects.

7.5 Public Relations Committee – The Public Relations Committee is responsible for external publications and media. The Public Relations officer will represent the interests of this committee.

Duties:

7.5.1 Oversee the creation of public relations subcommittees necessary to fulfill the committee's objectives.

7.5.2 Develop proposals to increase awareness of JHU EWB-USA's mission. This includes educational outreach and seminars.

7.5.3 Create publication and media promoting JHU EWB-USA.

7.5.4 Develop a corporate package to gather support from business.

7.5.5 Develop an information package to gather support from the university.

7.6 Committee Appointment:

7.8.1 Committee members are voluntarily involved or assigned by Team Leaders.

7.8.2 Appointment will be in place at the end of the spring semester.

7.8.3 Applicants can be any JHU undergraduate or graduate student.

7.8.4 Existing committee members who wish to remain on their committees must reapply.

7.8.5 Applicants can apply to more than one committee, but can only accept one position.

8.1 General Meetings will be held the first week of every month of the academic year.

## Article VIII – Meetings

The first General Meeting of each year will be an informational meeting.

8.2 The Executive Board will hold an Executive Board Meeting at least biweekly or more often if necessary, at the discretion of the President.. The Advisory Council can be invited to the Board meetings when necessary.

8.3 If committees exist, they will meet biweekly or at the discretion of their chairpersons. Subcommittees can meet at their discretion, but must be at least once a month.

8.5 Quorum. At General Body meetings of the full membership, at least one half of the Executive Board and at least one fourth of the Active Members shall be required to constitute a quorum.

## Article IX – Constitutional Amendments

9.1 Amendments to the constitution will be submitted in writing to the Executive Committee for consideration. A reading or email of the proposed amendment is required prior to submitting the amendment to a vote.

9.2 Written notification of the proposed amendment to all members must be made by mail or email at least two weeks in advance of voting on any proposed changes in the constitution.

9.3 A two thirds approval of Executive Board members is required for adoption of the amendment, with 100% of the Board voting. The voting may take place at a Board meeting or through email (which the President shall coordinate).