ORGANIZATION CONSTITUTION

ENGINEERS WITHOUT BORDERS – THE OHIO STATE UNIVERSITY

ARTICLE I – Name
The name of the organization shall be Engineers Without Borders – The Ohio State University. The name may be abbreviated EWB-OSU.

ARTICLE II – Charter
The existence of EWB-OSU shall be parallel with designation as a registered student group at The Ohio State University and as an active chapter of the national EWB organization. EWB-OSU was founded in 2009.

ARTICLE III – Mission
Engineers Without Borders – USA supports community-driven development programs worldwide through the design and implementation of sustainable engineering projects, while fostering responsible leadership.

The mission of EWB-OSU is to further the mission of EWB-USA through the development and implementation of feasible and sustainable engineering projects with the cooperation of its student members, faculty advisors, and local professionals.

Projects undertaken are to meet the following criteria:

i. The project shall involve members of a disadvantaged community and members of EWB-OSU working in cooperation to identify and solve a relevant technical problem in the community.

ii. The project shall implement a solution developed within the constraints of what can be managed and maintained by members of the community beyond the stay of the EWB-OSU implementation team.

iii. The project shall have a significant impact on the community, specifically in the areas of public health, agriculture, or environmental sustainability.

iv. The project shall otherwise conform to the regulations adopted by EWB-USA.

The mission of EWB-OSU is also to further the mission of The Ohio State University as a student organization dedicated to promotion of “…academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships” (OSU Student Organization Registration Guidelines 2007-8), “To advance the well-being of the people of Ohio and the global community through the creation and dissemination of knowledge,” (OSU Academic Plan, 2007 Update), and to “…advance knowledge and understanding of the challenging issues associated with diversity,” to promote a better campus experience for all students (Diversity Action Plan – The Ohio State University).
ARTICLE IV – Nondiscrimination

This organization and its members shall not discriminate against any individual(s) for reasons of age, race, disability, gender identity or expression, national origin, religion, sex, sexual orientation, academic standing, academic year, ancestry, color, genetic information, HIV/AIDS status, or veteran status.

ARTICLE V – Membership

All students (graduate and undergraduate), faculty, and staff of The Ohio State University and their affiliates are eligible to become members of EWB-OSU.

There shall be three (3) classes of members; Active, General, and honorary.

Active membership shall be open to any full/part-time graduate and undergraduate students enrolled and in good standing at the Ohio State University who are sincerely interested in furthering the stated mission of EWB-OSU, upon completion of the following steps:

i. Active members must pay $15 per semester or $40 at the start of a new academic year (including one apparel item)

   a. If there is no EWB-OSU apparel available or desire to have apparel, then an active member must only pay $30 per academic school year

   b. Dues will be collected until second general body meeting of fall or spring semester.

ii. Active members must attend a minimum of three EWB-OSU meetings per semester for a specific subcommittee. The Executive Board may make exceptions for special circumstances.

iii. Active members must attend at least one EWB-OSU event per semester. This can include but is not limited to: general body meetings, fundraising events, E-council volunteering opportunities, After-school Allstars, social events, and EWB conferences.

iv. Along with completing the above three requirements if at any point any active, general, or honorary member acts against the mission of EWB-OSU they shall be immediately removed by a 2/3 vote by the executive board.

These requirements may be overruled via executive action to help combat unforeseen events for allowing active status. Active membership status will be reviewed by the Vice-President of Operations at least twice a semester or earlier if possible and/or necessary. This should be made available to all EWB-OSU members. Members not meeting the active membership criteria will be categorized as a general member.

General membership shall be open to any student, and any member of the University faculty or administrative staff, including, but not limited to any and all university advisors. General membership shall be granted to any member who requests it. General members will not be eligible to vote.
Honorary membership shall be open to any person outside the Ohio State community desiring to be involved with the student chapter as an affiliate for a project, advisor or mentor.

There shall be no limit on the size of the membership of EWB-OSU.

**ARTICLE VI – Executive Officers**

The Executive Officers of EWB-OSU shall be:

i. President

ii. Vice President of Operations

iii. Vice President of Relations

iv. Vice President of Finances

v. Vice President of International Projects

vi. Vice President of Local Operations

vii. Vice President of Local Relations

These seven positions make up the Executive Board for EWB-OSU. There are additional leadership positions detailed in the next section.

Members may not hold two offices at once. If no other members are able to fill a non-executive position, an executive member may hold one position until it is filled through a special process for interim officers detailed below.

Officers of the Executive Board shall maintain academic and organization standards as set forth in the by-laws.

Any active student member who meets the above criteria is eligible for election to the Executive Board. Election to the Executive Board shall take place at an annual, specially designated election meeting during the spring semester. This meeting shall follow the standards set forth in the by-laws. Election to the Executive Board shall require a majority vote from the active members via online poll.

The term of office for an officer of the Executive board shall be one (1) academic year, starting and ending on the first day of the autumn term. Note that although officers are elected in the spring, they do not take office until the end of the semester (start of the summer). The spring semester, following elections, shall serve as a transitional period with two officers working on a position. Officers who continue to meet the above criteria shall be eligible for re-election to a previously held post.

Any officer, who during the course of their term of office, ceases to meet the criteria for active membership shall be removed from office, and an interim officer shall be appointed by the remaining board officers. If an officer is to be out of school due to a work opportunity, an interim officer shall also
be appointed by the board officers to replace that officer for the remainder of their term if the officer can no longer fulfill their duties.

If possible, the interim officer should be appointed the semester prior to the leave of the current officer. This should be an application process only available to active members and from there interviews with at least two executive members must occur before selecting a candidate.

In the event that a suitable board cannot be assembled, necessary duties shall be performed by a body of one or more students appointed by the faculty advisor until such time as the board can be assembled.

No project work shall be undertaken by EWB-OSU without the presence of an Executive Board established by these guidelines.

ARTICLE VII – Non-Executive Officers

In addition to the Executive Board, there shall be need for other organizational leadership roles. These Non-Executive Officer positions include, but are not limited to:

I. International Projects Leads  
II. Events Fundraising Chair  
III. Corporate Sponsorship Chair  
IV. Digital Fundraising Chair  
V. Marketing Chair  
VI. Digital Marketing Chair  
VII. University Relations Chair  
VIII. Member Relations Chair  
IX. Member Events Chair

Excluding International, these offices may be vacant; yet it is not advised. Members shall be appointed to these positions as set forth in the by-laws if they are interested. All other non-executive positions will be involved in the normal spring election cycle. In the event of no contention, these positions may be filled with an additional runoff election.

For all positions, it is ideal that only one member shall hold only one position at a time. In the event that a position becomes vacant during any point during the year, the Executive Board may appoint another member to the position through the interim selection process. Any member may hold one or more of these offices at the same time. If necessary, an executive member may hold one of these positions. Efforts to select a new officer through the interim selection process must be completed if any member is holding more than one role. Any other temporary-committee chairs may be added at any point during the year, as approved by the position that oversees the committee.

ARTICLE VIII – Meetings
General meetings shall be held at least once per semester at such times and places as determined by the Executive Board. The general body meeting will ideally host value-add activities for general members such as hosting a speaker or providing resume and career fair tips. The Executive Board shall try to find times and locations that are convenient for the majority of all members.

Committee meetings shall be held as needed at such times and places as determined by the committee’s chairperson, with assistance leadership above them. International and Local meetings will be led by the project leads. FMS meetings will be led by the most senior officer that is a part of the meeting. A list of committees can be found in the by laws. Sub-committee meetings shall take place at the discretion of the committee chair. Sub-committee meetings will take place at a minimum of once a month.

Member onboarding meetings will be held at the beginning of each semester in order to facilitate a smooth transition from interested non-member to productive member. This is not a requirement for anyone interested in the organization, but it is strongly recommended for students looking for the best way they can impact the chapter.

Special meetings of EWB-OSU may be called at any time by the Executive Board, or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

The election meeting of EWB-OSU shall take place once per academic year during the spring semester.

Executive meetings ideally should occur at least once a month, mainly for the purpose of keeping track of goals and updating the other executive members on progress of all facets of the club.

**ARTICLE IX – University Advisors**

EWB-OSU shall have a Faculty Advisor who shall be a full-time member of the faculty of the College of Engineering.

University advisors shall be appointed by a majority vote of the Executive Board. A university advisor will hold their position until they decide to no longer be an advisor or by a majority vote from the executive board.

**ARTICLE X – Amendments**

Amendments to this Constitution may be proposed by any active member and shall be voted upon at a regularly scheduled meeting of EWB-OSU, with the following requirements:

i. A notice of the proposed amendment shall be presented to the active members by the Executive Board.

ii. Such notice shall be given a minimum of one week and a maximum of one month prior to said meeting.

Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all active members in attendance at proposal meeting and with the approval of the appropriate governing board.
ARTICLE XI – Ratification

Ratification by the first Executive Board of EWB-OSU shall be sufficient to establish this constitution between said members so ratifying and with the approval of the appropriate governing board.

ORGANIZATION BY-LAWS

ENGINEERS WITHOUT BORDERS – THE OHIO STATE UNIVERSITY

SECTION 1 – Executive Board Responsibilities

1(1) The President shall be the Chief Executive Officer of the Student Organization and shall plan, notify members of and preside over all meetings of EWB-OSU and the Executive Board. They shall be an ex-officio member of all standing committees. Specifically, They will directly preside over all Vice President roles as well as indirectly over all other positions. They shall be the primary point of contact for EWB-USA and the executive board members and shall oversee the progress of each officer’s goals. They shall maintain communication (e.g., participate in monthly conference calls) with the professional EWB chapter (currently the Central Ohio Professionals) and the EWB Ohio State representative and coordinate events and tours with professional representatives. They shall also be highly knowledgeable about all things involving Volunteer Village: specifically, responsible for project quality control, documentation flow, project/documentation timeline enforcement, and documentation submission deadline enforcement. It is recommended that they must also meet with the faculty advisor once per semester, with the Vice-President of Operations. They will take charge of annual chapter renewal activities. They are responsible for appointing their replacement along with their fellow members.

1(2) The Vice-President of Operations, in the absence of the President, shall preside at all meetings of EWB-OSU and of the Executive Board. The Vice-President of Operations shall oversee the duties and goals of the following officers: Member Relations Chair and Member Events Chair. They are responsible for planning, organizing, and leading monthly general body meetings for the chapter. They shall also plan the details for all activity fairs, conferences, summits, chapter renewal and fulfill any other miscellaneous operational duties that may arise (e.g., assist other officers in their specific endeavors if help is needed). They will manage all operating procedures as well as track inventory (i.e. locker items). They shall be in charge of constitution review and renewal. They will be responsible for the tracking and updating of the active membership document. They will be responsible for all room reservations for EWB OSU events. The Vice-President of Operations must be highly knowledgeable about all things involving Volunteer Village. They shall also be responsible for meeting with the faculty advisor once per semester. They are responsible for appointing their replacement along with their fellow members.
(3) The Vice President of Relations shall send out weekly update emails to the entire EWB-OSU listserv, as well as semesterly to the alumni & donor list, providing updates on each committee’s progress and upcoming meeting times. They shall be responsible for answering any and all emails (especially those coming into the chapter’s official gmail account). The Vice President of Relations shall compile and share meeting minutes and attendance of all committees, subcommittees, general, and miscellaneous meetings/events of EWB-OSU. The Vice-President of Relations shall collect contract information for graduating students to update the chapter’s alumni mailing list. They must oversee all project committees’ secretaries: keep them accountable for sending meeting minutes to him/her and/or the international and local project leads. The Vice-President of Relations shall be responsible for the organization of information, access, and sharing of materials with chapter members and alumni. The Vice-President of Relations shall oversee the duties and goals of the following officers: Marketing Chair, Digital Marketing Chair, and University Relations Chair. They are responsible for appointing their replacement along with their fellow members.

(4) The Vice-President of Finances shall be responsible in conjunction with the University advisor, to all fiscal matters of the student organization. The Vice-President of Finances shall collect and receive all funds paid to the student organization and shall deposit them in the official depository. The Vice-President of Finances, in conjunction with the University Advisor, will have final approval of all student organization expenditures. The Vice-President of Finances will co-sign all checks with the University Advisor in payment of bills. The Vice-President of Finances will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, or any authorized auditor. The Vice-President of Finances will provide EWB-OSU and the faculty advisor a monthly statement of income and expenses, balance sheet, and statement of deposits. The Vice-President of Finances shall oversee the duties and goals of the following officers: Events Fundraising Chair, Corporate Sponsorship Chair, and Digital Fundraising Chair. The Vice-President of Finances shall collect all chapter dues and keep a record for the Vice-President of Relations as well as manage the t-shirt inventory. The Vice-President of Finances shall create budget summary sheets needed for grant applications. They are responsible for appointing their replacements along with their fellow members.

(5) The Vice-President of International Projects shall be responsible for the oversight of the International Projects Leads. They will hold weekly meetings with the leads to manage the administration and logistics of the projects. They will be responsible for attending all relevant project meetings as well as planning for travel and guiding the search for future projects. The Vice-President of International Projects will lead the communication of the projects to the other executive officers.

(7) The Vice-President of Local Relations shall be responsible for the oversight of the Local Committee Leads alongside the Vice-President of Local Operations. They are responsible for communication to all other parts of the club through slack, the newsletter, and executive meetings. They will set the local agenda and hold weekly meetings with the leads to manage the administration and logistics of the projects.

(8) The Vice-President of Local Operations shall be responsible for the oversight of the Local Committee Leads alongside the Vice-President of Local Operations. They are responsible for communication to local members and planning and creating the local meeting slides. If there is an unfilled committee chair, they will oversee said committee.
The Executive Board, as a whole, shall determine the general policies and activities of EWB-OSU, discipline members, approve the budget and all expenditures, and be responsible for the management of the organization.

All Executive and Non-Executive Officers shall maintain the following standards during their terms of office:

i. Maintain full- or part-time student status

ii. Retain active member status within EWB-OSU

The Executive Board shall meet independently at the call of the President a minimum of once monthly.

SECTION 2 – Non-Executive Board Responsibilities

The International Project Lead for each open EWB program presides over their respective International Project Team and plan/lead its weekly meetings. There will ideally be two people to hold this position, yet it is not required. They shall manage project progress toward the overall timeline goals, orchestrate project development, compile and review all associated documentation for Volunteer Village (as directed by the President and Vice-President), and review and revise team assignments weekly. The International Project Lead is the primary contact for their Project Manager at EWB-USA, the in-country NGO, and the community they work with. They will work with the Vice-President of Projects to manage the administration of the project(s). They are responsible for appointing their replacement along with their fellow executive members.

The Events Fundraising Chair presides over the fundraising committee and is responsible for coordinating fundraising events with the help of the Events Coordinator. This includes thoroughly documenting successes and failures of events and sending out thank you notes to donors. They shall work in conjunction with the Digital Fundraising Chair to raise funds from resources outside of the EWB-OSU organization. The Fundraising Chair shall lead Fundraising, Marketing, and Social meetings in conjunction with and/or in the absence of the Vice-President of Finances, Corporate Sponsorship Chair, and Digital Fundraising Chair. They are responsible for appointing their replacement along with their fellow members.

The Digital Fundraising Chair shall oversee the Digital Fundraising committee. They are responsible for monitoring the progress and completion of all grants for which EWB-OSU applies. They shall serve as the final editor for all monetary based applications. They shall seek out all grant opportunities for the chapter. They shall ensure that committees of interest are aware of and working towards completion of said grants. The Grant Writing Chair shall collaborate closely with the Vice-President of Finances, Events Fundraising Chair, Corporate Sponsorship Chair, past travel team members, and the International Project Lead to delegate specific tasks to them that are needed for grant applications (e.g., let the Vice-President of Finances know when and what type of budget sheet is needed for an application). They are responsible for appointing their replacement along with their fellow members.
2(4) The Corporate Sponsorship Chair is responsible for all efforts to secure a foundational relationship with an interested company. They will lay the groundwork for the following chairs to maintain relationships with said corporations. They will set a priority of reaching out to organizations for sponsorships. They will work with the Digital Fundraising Chair to look and apply for company based monetary applications. The Corporate Sponsorship Chair will be a main point of conflict with all company representatives. They will edit and improve the sponsorship package for events like the career fair. An example of this position’s responsibilities would be to ask the officer board to hand out sponsorship packets and follow up with contacts gained. As this position is new to the officer board, it is ideal that the person in this role will take initiative to better define what a successful Corporate Sponsorship Chair will look like. This role shall be updated in the bylaws to better fit this description come Spring 2021. They are responsible for appointing their replacement along with their fellow members.

2(5) The Marketing Chair presides over the Fundraising, Marketing, and Social committee and is the point-of-contact for all physical media relations. They shall be responsible for continuous member recruitment to assist with EWB-OSU retention, creating promotional materials for public relations and potential donors, and all chapter publicity. This includes keeping a list of all current donors. They shall also seek out public relations opportunities (e.g., Articles in the Lantern, talks with Scholars groups, etc.). They will work with the Digital Marketing Chair for larger marketing projects (Buckeyefunder, travel videos, etc.). They are responsible for appointing their replacement along with their fellow members.

2(6) The Digital Marketing Chair is responsible for maintaining and keeping up-to-date the official EWB-OSU website, blog, and google calendar. They shall be the point of contact for all digital media relations: regularly update the chapter’s Facebook, Instagram, and other social media pages as well as respond to messages from interested members. They will work with the Marketing Chair for larger marketing projects (Buckeyefunder, travel videos, etc.). They are responsible for appointing their replacement along with their fellow members.

2(7) The University Relations Chair will serve as the main point of contact for the University and specifically the College of Engineering. They will work with the Digital Fundraising Chair to seek out grants from the university. They are responsible for attending all E-council meetings as a representative of the EWB-OSU chapter or finding a substitute if unavailable to attend. They shall relay all relevant E-council information back to the chapter’s officers in a timely manner after each meeting. They shall regularly update chapter members on volunteering opportunities. They are also responsible for monitoring and keeping record of completed volunteer hours as well as submitting the appropriate funding requests. They are responsible for appointing their replacement along with their fellow members. The University Relations Chair will be responsible for subscribing to the dedicated list of OSU newsletters and relaying important information to the Vice-President of Relations.

2(8) The Member Relations Chair is responsible for managing programs and materials helpful for general body meetings. This can include seeking out speakers or hosting resume and career fair tips. They shall plan and lead all onboarding events for new members. They will oversee the execution of the mentor/mentee program. The Member Relations Chair will aid the Vice-President of Operations with active member tracking and collecting alumni data. They will also lead all member recognition events
(i.e. member of the month, superlatives, etc.). They are responsible for appointing their replacement along with their fellow members.

2(9) The Member Events Coordinator is responsible for coordinating all social events for the chapter, including organizing dates/times for events, ordering necessary supplies and/or food for events, and organizing necessary volunteers for events. They will also aid the Vice-President of Operations in planning and presenting the general body meetings. The Member Events Coordinator shall work closely with all factions of the organization when it comes to planning events. They shall lead Fundraising, Marketing, and Social committee meetings in conjunction with and/or in the absence of the Fundraising and Marketing Chairs. They are responsible for appointing their replacement along with their fellow members.

2(10) At the time that other Temporary-Committee Chairs are added a description of responsibilities amended to the constitution.

SECTION 3 – Voting Process

3(1) All voting within EWB-OSU will remain unbiased as laid out in article IV. Additionally, there will be no preference given to executive members applying for applications or positions. All votes will be tallied by at least two unbiased members of the executive board. 

3(2) Any executive initiatives will be voted upon by a majority ruling of the previous President, Vice-President of Operations, Vice-President of Relations, Vice-President of Finances, Vice-President of International Projects, Vice-President of Local Relations, and Vice-President of Local Operations. Said members running for an appointed position must abstain from the selection process, as they may have a conflict of interests. An executive member can defer voting if his/her opinion on the subject matter is neutral. Executive initiatives include but are not limited to:

i. Through an application process and a recommended interview process, Vice-President of International Projects, International Project Leads, and Local Project VPs will be appointed for an upcoming academic school year. There will be a form that contains all people selecting these positions as well as all people running. This form will allow members to submit opinions on these people and the selection team will see these comments during the selection process.

ii. Interim executive board positions that become available at any point in the school year aside from the officer elections in the fall.

iii. Non-executive temporary committee chairs may be added at any point the an executive board member sees fit. Voting will be conducted for both the position to be added and voting in a member for the position.
iv. Voting for the replacement of an academic advisor

v. Voting for the unrevoking of an active member’s privileges for appropriate extenuating circumstances

vi. Voting for member expulsion from the club

3(3) All executive members can only vote once, despite the number of positions held.

3(4) EWB-OSU initiatives shall be voted upon at an EWB-OSU general meeting with the subject announced prior to the meeting. All initiatives shall require a 2/3rd vote of active members in attendance at the meeting. EWB-OSU initiatives include but are not limited to:

i. Amendments made to the constitution

ii. Executive officer positions. More information is provided in section 4.

3(5) In the event any vote ends in a tie (aside from executive officer positions as described in section 4), the executive board vote will override the original. If this also end in a tie, the president will have the final vote.

3(6) Absentee ballots can be provided if and only if requested up to 24 hours prior to any EWB-OSU voting initiative.

SECTION 4 – Officer Elections

4(1) Elections will be held during the spring term and shall be announced at least one month in advance.

4(2) All active student members who are interested in applying for an executive position shall submit a statement to the president prior to the election. All applications will be collected by the President and Vice President of Operations.

4(3) There is no limit to the number of positions a member can apply for.

4(4) Only active members will have the ability to vote. Absentee ballots will be provided for those unable to attend the meeting.

4(5) Each candidate will have the opportunity to speak on behalf of their candidacy for each position. Active members will vote on a first, second, third, etc choice for each position on a ballot.

4(6) Ballots will be collected and first place votes will be tallied by a minimum of 2 executive board members who are not running for a position.

4(7) The winning candidate must have at minimum 1 point more than all other qualifying candidates.
4(8) In the event that someone wins two or more positions, they will have the opportunity to pick which position they would like and the other positions would go to the runner up.

4(9) In the event of a tie, the second place votes will be tallied and the candidate with the most second place votes will be elected. This will with third place votes if the tally is still tied and will continue until a winner is determined. If no winner is determined, then a runoff between just the two candidates will be performed.

4(10) In the event that no one runs for an Executive Officer position it is up to the current Executive Board to find another member to fill the position preferably with a separate election.

4(11) In the event that no one runs for a Non-Executive Officer position, the position may remain vacant until the Executive Board finds someone to fill it with another election.

4(12) If there is still a tie for an Executive Officer position, it is up to the current Executive Board to pick a winner.

4(13) All officers assume duty at the beginning of the fall term after their election.

4(14) All current officers shall serve as mentors to the newly elected officers, after their election and up to the time in which they assume their respective position. This is done to ensure a smooth transition between students and aid in the sustainability of EWB-OSU.

4(15) The only positions eligible for elections are: President, Vice President of Operations, Vice President of Relations, Vice President of Finance, Member Relations Chair, Member Events Chair, Digital Fundraising Chair, University Relations Chair, Digital Marketing, Marketing, Corporate Sponsorship Chair, and Event Fundraising Chair.

4(16) A member can become President if they have held an executive position for one academic school year. In the case that no one meets this criterion, an interested party must be an active member for at least one year.

4(17) A member can become Vice President if they have had active member status for one semester.

**SECTION 5 – Faculty Advisor**

5(1) The University Advisor shall consult with the Executive Board and ensure that the activities of the EWB-OSU are consistent with the stated purposes of the organization.

5(2) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the Treasurer in all financial matters and to co-sign checks.

**SECTION 6 – Honorary Members (Professional Mentor)**

6(1) An honorary member can be selected by the Executive board to assist in the development of the EWB-OSU project. The mentor is to meet the following requirements as well as all requirements set forth by EWB-USA.
i. The mentor must have experience pertaining to the current EWB-OSU project.

ii. The mentor must be a specialist in their field.

iii. The mentor must be able to regularly meet with and consult the respective committee(s) for the duration of the project.

iv. The mentor will serve on a per-project basis.

6(2) The Faculty Advisor may also serve as a Professional Mentor.

SECTION 7 – Committees

7(1) Committees are subgroups of the membership who are responsible for a part of EWB-OSU’s functions. These committees form EWB OSU’s typical meeting groupings. The following are established Executive Committees:

i. Fundraising Committee and Member Relations Committee

ii. International Project Team for each open EWB program

iii. Local projects team

7(2) Each committee must have a chairperson. The chairperson is responsible for providing updates to the general body on the progress of the committee. They, along with the Executive Board, decide on the goals of the committee and how to fulfill them.

7(3) Each committee must record the progress of its activities and keep an attendance list. These documents may be written by the chairperson or by another person in the group. They shall be submitted to the VP of Relations of EWB-OSU.

7(4) New committees, including temporary ones, may be established by the Executive Board.

7(5) Subcommittees are the groups formed for individualized projects and the prospective meetings. These do not need to go through any formal selection process of the entire executive board and may be delegated or removed as needed.

SECTION 8 – Revenue

8(1) Revenue may be raised as determined by the Executive Board and Fundraising Committee and approved by the EWB-OSU, along with the approval of the appropriate University office.

8(2) The disbursement of said revenue shall be determined by the Executive Board with the approval of the EWB-USA and in accordance with university policies.

8(3) The Treasurer shall be responsible for the accountability of EWB-OSU’s monies, and shall report to the Executive Board and EWB-OSU.
SECTION 9 – Travel

9(1) Traveling to project sites is a necessity for the function of EWB – OSU. For each trip EWB-OSU takes, the Executive Board will determine the travel team. Each traveler must meet the following criteria:

i. Be an active member of EWB-OSU

ii. Have the ability to travel. This will vary by project but may include the ability to obtain a passport and/or financial ability for travel costs not subsidized by the organization.

iii. Express the wish to travel via a standardized travel application.

9(2) In the event that there are more eligible students who want to travel than there are spots on the travel team, the Executive Board (excluding the local VPs) and the current international project leads, will select travelers. The Executive Board (excluding the local VPs) and the current internal project leads will be hereafter referred to as the Travel Team Selection Board. The Travel Team Selection Board will determine travelers based on the following criteria:

i. Attendance at meetings and involvement in EWB-OSU functions.

ii. Knowledge of the project and contributions to the project design and/or documentation.

iii. Attendance and involvement in organization activities outside of meetings.

9(3) International travel team applications will be voted by the Travel Team Selection Board. Each member will rank their top choices up to the number of open positions available for travel. The board will open a form for general body members to express their opinions on anyone running for the travel team. This form will state who is selecting the team and who is running for the team and will allow members to comment on any of the aforementioned people.

9(4) The votes will be tallied by a minimum of two unbiased board members.

9(5) The winning travel team will be the top x amount of students with the highest score, where x equals the number of open travel spots.

9(6) In the event of a tie, the international project lead will determine the winner.

SECTION 10 – Discipline

10(1) Any active member who has not fulfilled the active member requirements for a semester shall have all voting privileges revoked the next following semester. Such member will be re-granted voting privileges after fulfilling the requirements. The executive board reserves the right to revoke privileges under appropriate extenuating circumstances.
10(2) Any member charged with conduct not in accord with the purposes of the EWB-OSU and against whom such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a vote of the Executive Board.

10(3) Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the EWB-OSU and may not use the organization's name in connection with any further activities.

SECTION 11 – Impeachment

11(1) Petition Executive Board with signatures of 1/3 of all active members. Petition should state reason for removal.

11(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

11(3) Membership shall be notified at least one week prior to removal vote meeting.

11(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

11(5) Removal from office shall require a vote of 2/3 of all active members.

SECTION 12 – Vacancy of Office

12(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board as according to the interim selection process.

12(2) Should the office of President become vacant, the Vice President of Operations should complete the President's unexpired term and an interim Vice President of Operations shall be appointed by the Executive Board.

12(3) In the case that an officer is unable to serve due to special circumstances which would cause the officer to be ineffective such as a non-local cooperative education job or illness, a temporary officer assuming all power and responsibilities will be appointed by the Executive Board until the elected officer returns. In the case that the President is unable to fulfill his/her duties for such a reason, the Vice-President will assume the role of President until the President returns and no temporary appointment is necessary.

i. The absent officer(s) is expected to keep up to date on the activities of EWB–OSU and maintain contact with the temporary officer a minimum of three times during their absence from the organization.

SECTION 13 – Amendments of Bylaws
13(1) Amendments to these Bylaws may be proposed by any member and shall be voted upon through an electronic form. Members will be given a week to vote on any proposed amendments.

13(2) Amendments to these Bylaws shall be approved through an affirmative vote of 2/3rds of a minimum of 10 active members voting.