

# **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 as EWB-OSU.

### **ARTICLE II – Charter**

The existence of EWB-OSU shall be parallel with designation as a registered student organization 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 through 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 the 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**

The organization and its members shall not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law.

#### **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 with 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
- ii. Active members must attend a minimum of three EWB-OSU meetings per semester for a specific sub-committee. 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, volunteering events, social events, and EWB conferences.

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. 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.

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.

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 Ecuador
- VI. Vice President of International Projects Gambia
- VII. Vice President of Local Operations
- VIII. Vice President of Local Relations

These seven positions make up the Executive Board for EWB-OSU. Officers of the Executive Board shall maintain academic and organization standards as set forth in the by-laws.

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.

Any active student member, who meets the above criteria, is eligible for election to the Executive Board. This meeting shall follow the standards set forth in the by-laws. Election to the Executive Board shall be won by rank choice 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 summer 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 conflicting opportunity, an interim officer shall also be appointed by the board officers to replace that officer for the remainder of their term.

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. 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. Events Fundraising Chair**

- II. Corporate Sponsorship Chair
- III. Digital Fundraising Chair
- IV. University Relations Chair
- V. Marketing and Outreach Chair
- VI. Press Chair
- VII. Digital Marketing Chair
- VIII. Member Relations Chair
- IX. Member Events Chair
  - i. Local Social Events Coordinator
  - ii. International Social Events Coordinator
- X. Volunteering and Outreach Coordinator
- XI. Diversity and Inclusion Chair
- XII. Local Justice and Advocacy Chair

These offices may be vacant; yet it is not advised. Members shall be elected to these positions as set forth in the by-laws, if they are interested. All positions will be involved in the annual, 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 at 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 – Project Officers**

In addition to the Executive Board and Non-Executive Board, there shall be need for further organizational, leadership roles. These positions will be referred to as Project Officers. Unlike

previously detailed officer roles, Project Officers are appointed and not elected. These positions also diverge from previous officer positions mentioned since Project Officers are not responsible for E-Council hours, marketing, and officer communications.

Project Officer positions will be housed in Local Projects and International Projects. Local Project Officers will report to the VPs of Local; International Project Officers will report to their respective VP of International. They will be included in officer meetings, have the same status as officers, and be eligible to participate in officer related decisions. They will oversee a specific sector of the overall operations of their designated sub-committee.

As these positions are subject to heavy rotation with the creation and dissolution of project areas, the number of positions and the specific workload of these positions will not be explicitly stated. It is up to the Project Officer, and who they report to, to develop this position as it relates to the current project work. These positions will dissolve once the sub-committee or project the lead is responsible for ends.

The Project Officer will oversee their individual sub-committee. Sub-committees are the groups formed for individualized projects and the prospective meeting. The creation of these sub-committees, and thus the creation of a Project Officer position, needs to go through a selection process by the position that oversees the committee, and may be delegated or removed as needed.

These positions will be selected via an application process and selection by the board that oversees the committee. For all positions, it is ideal that only one member shall hold only one position at a time. These officers should be highly qualified and knowledgeable about their subject area. Project Officers should be active members, or on-track to obtain active membership within their first semester holding the position.

## **ARTICLE IX – 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-added 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 from leadership above them. International meetings will be led by the International VP(s). Local meetings will be led by the VPs of Local. 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 sub-committee chair. Sub-committee meetings will take place at a minimum of once a month. The individual responsible for the meeting shall compile and share meeting minutes and attendance for the attendees.

Member onboarding meetings will be held at the beginning of each semester 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.

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

#### **ARTICLE X – 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 a University Advisor or by a majority vote from the executive board.

#### **ARTICLE XI – Amendments**

Amendments to this Constitution may be proposed by any active member and shall be voted upon according to 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 voting closing.

Amendments to this Constitution shall be approved following the affirmative vote of two-thirds (2/3) of all active members who have voted and with the approval of the appropriate governing board.

## **ARTICLE XII – 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. They shall 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 electing 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, Member Events Chair, and Diversity and Inclusion Chair. They are responsible for planning, organizing, and leading monthly general body meetings for the chapter. They shall also plan the details for all summits, conferences, chapter renewals, 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 will collaborate with the Vice President of Relations for the annual 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 electing their replacement along with their fellow members.

1(3) The Vice President of Relations shall send out weekly update emails to the entire EWB-OSU listserv, as well as quarterly to the alumni & donor list, providing updates on each committee's progress and upcoming meeting times. They shall be responsible for answering

organization specific emails (especially those coming into the chapter's official gmail account), and overseeing recruitment events such as activity and involvement fairs. They shall be responsible for updating the EWB-OSU Google Calendar. They will collaborate with the Vice President of Operations for the annual constitution review and renewal. The Vice President of Relations shall collect contact information for graduating students to update the chapter's alumni mailing list. They 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 and Outreach Chair, Digital Marketing Chair, and Press Chair. They are responsible for electing their replacement along with their fellow members.

1(4) The Vice President of Finances shall be responsible, in conjunction with the University Advisor, for 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 will have final approval of all student organization expenditures. 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 with a quarterly statement of income and expenses, balance sheet, and statement of deposits. Each year they should coordinate a schedule with the Advisor for sending these updates. The Vice President of Finances shall oversee the duties and goals of the following officers: Events Fundraising Chair, Corporate Sponsorship Chair, University Relations 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 electing their replacements along with their fellow members.

1(5) The Vice President of International Projects shall be responsible for the oversight of the International Projects branch. They will hold weekly meetings with the IP Committee Lead(s) 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. They are responsible for electing their replacements along with their fellow members. Each International VP is responsible for oversight of their respective projects, however retain responsibility over all projects as necessary.

1(6) The Vice President of Local Relations shall be responsible for the oversight of the Local Project Officers alongside the Vice President of Local Operations. They are responsible for communicating updates between the Marketing Team, Project Officers, and general body. The

Vice President of Local Relations will be the spokesperson for Local Projects with outside organizations. They will set the local agenda, hold weekly meetings with the Project Officers to manage the administration and logistics of the projects, and collaborate on project search and management. They are responsible for electing their replacements along with their fellow members.

1(7) The Vice President of Local Operations shall be responsible for the oversight of the Local Project Officers alongside the Vice President of Local Relations. They are responsible for creating the local meeting slides, communications with the Vice President of Finance, and collaborating on project search and management. If there is an unfilled committee chair, they will oversee said committee. They are responsible for electing their replacements along with their fellow members.

1(8) 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.

1(9) All Executive, Non-Executive, and Project 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

1(10) The Executive Board shall meet independently at the call of the President a minimum of once monthly.

## **SECTION 2 – Non-Executive Board Responsibilities**

2(1) The Events Fundraising Chair presides over the Fundraising Committee and is responsible for coordinating fundraising events with the help of the Member Events Chair. 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. They are responsible for electing their replacement along with their fellow members.

2(2) 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 Digital Fundraising 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(s) 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 electing their replacement along with their fellow members.

2(3) The Corporate Sponsorship Chair is responsible for all efforts to secure a foundational relationship with any interested company. They will lay the groundwork for 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 contact 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. They are responsible for electing their replacement along with their fellow members.

2(4) 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. The University Relations Chair will be responsible for subscribing to the dedicated list of OSU newsletters and relaying 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 a record of completed volunteer hours as well as submitting the appropriate funding requests. They are responsible for electing their replacement along with their fellow members.

2(5) The Marketing and Outreach Chair presides over the Marketing 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. They shall maintain a list of all current, outside leadership contacts. They shall also seek out public relations opportunities (e.g., Involvement Fairs, talks with Scholars groups, official EWB-OSU merch, etc.). They will work with the Digital Marketing Chair and Press Chair for larger marketing projects (Buckeyefunder, travel videos, etc.). They are responsible for electing their replacement along with their fellow members.

2(6) The Press Chair is responsible for assisting in the publication and creation of written

media promoting EWB-OSU. They shall also seek out public relations opportunities (e.g., articles in the Lantern, articles in local or university publications or news, etc.). The Press Chair will write articles for the EWB-OSU website. They will use their knowledge base in conjunction with the Digital Fundraising Chair to best write joint proposals. They will work with the Marketing and Outreach Chair and the Digital Marketing Chair for larger marketing projects (Buckeyefunder, travel videos, etc.).

2(7) The Digital Marketing Chair is responsible for maintaining and keeping up to date the official, EWB-OSU website, blog, and social media. 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 and Press Chair for larger marketing projects (Buckeyefunder, travel videos, etc.) They are responsible for electing their replacement along with their fellow members.

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 workshops 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 electing their replacement along with their fellow members.

2(9) The Member Events Chair 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 Chair shall work closely with all factions of the organization when it comes to planning events. They are responsible for electing their replacement along with their fellow members.

i. The Local Social Events Coordinator and the International Projects Social Events Coordinator are each responsible for bolstering engagement by coordinating social events targeted at their respective committee. This may include ordering necessary supplies and/or food for events and organizing necessary volunteers for events with the assistance of other Membership officers. The Local Projects Social Events Coordinator and the International Projects Social Events Coordinator will report to the Member Events Coordinator. These positions will be appointed by application and selection from a board composed of the Member Events Chair and the Committee's Leads.

2(10) The Volunteering and Outreach Coordinator is responsible for reaching out to

organizations with whom EWB-OSU can volunteer and collaborate. They will work with the VPs of Local for guidance in scheduling and organizing volunteering events. They shall maintain a list of all current volunteering organizations. They will lay the groundwork for following chairs to maintain relationships with said organizations. They shall seek out and internally advertise local, volunteering opportunities. They will oversee the execution of these volunteering opportunities. The Volunteering and Outreach Coordinator will be a main point of contact with all local organization's volunteering reps. An example of this position's responsibilities would be After School All Stars, Franklin Park Conservatory gardening, and FLOW cleanups.

2(11) The Diversity and Inclusion Chair shall oversee the execution of initiatives related to the promotion of diversity and inclusion across EWB-OSU. Their operations can include informative events or panels and collaborations with OSU's Multicultural Center. They are responsible for consulting with their fellow officers to ensure EWB is an inclusive space. They shall work closely with all factions of the organization to uphold university and organization standards of diversity and inclusion. Since diversity is dynamic, not static, the Diversity and Inclusion Chair, alongside EWB-OSU, will continue to reflect these changes, understanding that a diverse learning environment benefits everyone. They are responsible for electing their replacement along with their fellow members.

2(12) The Local Justice and Advocacy Chair is responsible for managing related resources and materials helpful for weekly meetings in support of social justice awareness. This may include seeking out speakers, coordinating awareness efforts with project officers, and maintaining contacts with varied university resources. Their priority in this role is to establish a framework for new projects to maintain awareness of community contexts and social impacts related to the project's development. The Local Justice and Advocacy Chair will relay all relevant multicultural information back to the chapter's officers in a timely manner such that it can be applied to current projects. The Local Justice and Advocacy Chair shall work closely with all factions of the organization to uphold university and organization standards ensuring EWB-OSU is inclusive of community contexts and social impacts for the work undertaken. They are responsible for electing their replacement along with their fellow members.

2(13) At the time that other, temporary, Committee Chairs are added, a description of responsibilities will be 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 a minimum of 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 their opinion on the subject matter is neutral. Executive initiatives include but are not limited to:

- i. Interim, executive board positions that become available at any point in the school year aside from the officer elections in the spring.
- ii. Non-executive, temporary committee chairs may be added at any point the executive board sees fit. Voting will be conducted for both the position to be added and voting a member for the position.
- iii. Voting for the replacement of an academic advisor
- iv. Voting for the reinstatement of an active member's privileges for appropriate extenuating circumstances
- v. Voting for member expulsion from the club

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

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

#### **SECTION 4 – Officer Elections**

4(1) Executive position elections will be held during the fall term and other officer position elections will occur in the spring term and shall be announced at least one month in advance.

4(2) 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. Online ballots will be available to

accept voting submissions.

4(5) Additional voting eligibility is required to vote for the Vice President of International Projects and Vice Presidents of Local. Applicable meetings include any meeting that occurs while the member is enrolled as a full time student.

i. To vote for Vice President(s) of International, an active member would have to attend  $\frac{1}{3}$  of applicable International Projects meetings.

ii. To vote for a Vice President of Local, an active member would have to attend  $\frac{1}{3}$  of applicable Local Projects meetings.

4(6) Each candidate will have the opportunity to speak on behalf of their candidacy for each position. Active members will vote on a first, second, and third choice for each position on a rank choice ballot system.

4(7) 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(8) The winning candidate must have the majority of votes following correct procedure of a rank choice system.

4(9) In the event that someone wins two or more positions, they will have the opportunity to pick which position they would like. The other position(s) would go to the runner up.

4(10) In the event of a tie, there will be a runoff election between the candidates who tied.

4(11) If there is still a tie for an Executive Officer position, it is up to the current Executive Board to pick a winner.

4(12) 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(13) 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(14) All officers assume duty at the beginning of the summer term after their election.



4(15) All current officers shall serve as mentors to the newly elected officers until they fully assume their respective position. This is done to ensure a smooth transition between students, and aids in the sustainability of EWB-OSU.

4(16) The only positions eligible for elections are: President, Vice President of Operations, Vice President of Relations, Vice President of Finances, Vice President of International Projects, Vice President of Local Operations, Vice President of Local Relations, Events Fundraising Chair, Corporate Sponsorship Chair, Digital Fundraising Chair, University Relations Chair, Marketing and Outreach Chair, Press Chair, Digital Marketing Chair, Member Relations Chair, Member Events Chair, Volunteer and Outreach Chair, Local Justice and Advocacy Chair(s), Diversity and Inclusion Chair

4(17) 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(18) A member can hold a Vice Presidential position if they have had active member status for one semester. Additional requirements detailed below must be completed to run for the following positions: the Vice President of Local Relations, Vice President of Local Operations, and Vice President(s) of International Projects. Applicable meetings include any meeting that occurs while the member is enrolled as a full time student.

- i. To run for a position as the Vice President of International, an active member would have to attend  $\frac{2}{3}$  of applicable, International Projects meetings.

- ii. To run for a position as a Vice President of Local, an active member would have to attend  $\frac{2}{3}$  of applicable, Local Projects meetings.

## **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 funds within the organization. They shall also assist and advise the Vice President of Finances in relevant financial matters.

## **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, Marketing, and Social Committee
- ii. International Projects Committee
- iii. Local Projects Committee

7(2) Each committee must have a chairperson(s). The chairperson(s) 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 and subcommittee 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. These notes should be available for review by the entirety 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 EWB-OSU and 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 Vice President of Finance 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 integral to 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) will select travelers. The Executive Board (excluding the local VPs) 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 on 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 Vice President of International Projects will determine the winner.

### **SECTION 10 – Discipline**

10(1) Any active member who has not fulfilled the active member requirements for a semester shall lose their active member privileges until they fulfill 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 the reason for removal.

11(2) The Executive Board shall then notify officers and call for a 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 their duties for such a reason, the Vice President of Operations 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 By-laws**

13(1) Amendments to these by-laws 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 by-laws shall be approved through an affirmative vote of 2/3rds of a minimum of 10 active members voting.