

# **Engineers Without Borders at The Ohio State University**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

The name of the organization shall be Engineers Without Borders at The Ohio State University. The name may be abbreviated as EWB-OSU.

### **ARTICLE II. ORGANIZATION PURPOSE**

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 III. UNIVERSITY REGULATIONS**

### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Engineers Without Borders - The Ohio State University agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

### **Section B. Hazing**

Engineers Without Borders - The Ohio State University agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

### **Section C. Bylaws**

Engineers Without Borders - The Ohio State University retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

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. 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.

## **Section B. Member Selection**

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 \$30 per semester or \$40 at the start of a new academic year (including one apparel item)
- ii. 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. This should be made available to all EWB-OSU members. Members not meeting the active membership criteria will be categorized as a general member.

## **Section C. Membership Timeline**

Active membership status will be reviewed by the Vice President of Operations at least twice a semester or earlier if possible and/or necessary.

## **Section D. Member Removal**

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 V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

EWB-OSU shall have a Faculty Advisor who shall be a full-time member of the faculty of the College of Engineering. The current Faculty Advisor is Patrick Sours with an additional advisor of Michael Hagenberger. Both Patrick Sours and Michael Hagenberger will be expected to meet with the club's executive board once a semester for club updates. They will also be expected to reply to any questions via email from the President and VP of ops. They will not be expected to attend meetings unless specifically requested.

### **Section B. Advisor Term**

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.

### **Section C. Advisor Selection**

University advisors will be identified as potential candidates through the President and VP of Ops. University Advisors shall be appointed by a majority vote of the Executive Board.

### **Section D. Advisor Replacement**

The University advisor would be removed from our club as a result of a majority vote from the Executive board. A vote would be initiated if any club members were made to feel uncomfortable due to advisors actions or if the advisors lacked communication to club executive members. In the case of needing to appoint a new advisor, an email would be sent to the Humanitarian Engineering department within FABE and the Engineering College asking for applicants with a vote on the executive team to make a final decision.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

The Executive Officers of EWB-OSU shall be:

- I. President - overseeing the entirety of the executive board and attending all three weekly meetings
- II. Vice President of Operations - making room reservations, planning fall break, deciding meeting times, planning/organizing semester events
- III. Vice President of Relations - sending out a weekly newsletter, creating forms of publicity, and managing the website
- IV. Vice President of Finances - approval of spending and budget, managing active memberships, managing donations
- V. Vice President of International Projects Ecuador - managing the success of the monitoring and evaluation stage of the project
- VI. Vice President of International Projects Gambia - managing the success of the implementation stage of the project
- VII. Vice President of Local Projects - overseeing all local projects
- VIII. Vice President of Local Projects - overseeing all local projects

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 - organizing the spring gala, setting up fundraisers at food locations
- II. Corporate Sponsorship Chair - setting up information sessions with corporate sponsors, organizing professional development events
- III. Digital Fundraising (Grant Writing) Chair - searching for and applying to grants
- IV. University Relations Chair - organizes the clubs involvement in E-council volunteering events and collaborations with other student organizations
- V. Marketing Chair - creating social media posts and flyers for fundraisers and social events
- VI. Member Relations Chair - plans social events and runs the mentor/mentee program
- VII. Volunteering and Outreach Coordinator - setting up community volunteer opportunities and STEM education events
- VIII. Intramural Sports Chair - organizing teams on IMleagues

#### **Section B. Officer Eligibility**

The seven positions that 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. Any active student member, who meets the above criteria, is eligible for election to the Executive Board. To be an active member, students must pay our active member fee and attend one E-council volunteering event per semester.

#### **Section C. Officer Selection Process**

All active members can fill out a google form as an application to become an officer. Once applications close an election to the Executive Board shall be won by rank choice from the active members via online poll. This online poll is another google form and can only be accessed by other active members in good standing. A simple majority needs to be won to be elected.

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 fall, 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.

#### **Section D. Officer Removal**

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. The criteria for being an active member is paying the yearly or semester fee, attending two meetings a week, and completing at least one E-council volunteering event per semester. If an officer does not follow these requirements they will no longer be an active member and thus will not be eligible to continue in their officer position. The President will confer with the University Advisors and the rest of the Executive board to come to a majority ruling before the officer being removed. 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. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

Dissolution would only take place if membership cannot fulfill project requirements. This would be due to not having enough members to fill executive board positions as well as committee lead positions.

### **Section B. Dissolution Procedures, including Assets and Debts**

Dissolution procedures would follow guidelines outlined via EWB-USA. Our remaining assets would be donated to EWB-USA for use on further EWB projects. Dissolution procedures would be completed by Executive board members, primarily the President and VP of Finance.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

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.