

## 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 other EWB chapters 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 and University Relations 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 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 Committee Leads alongside the Vice President of Local Operations. They are responsible for communicating updates between the Marketing Team, Committee Leads, 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 Committee Leads 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 Committee Leads 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 Committee Leads 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 help update the website and seek out public relations opportunities. 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 also 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. They are responsible for electing their replacement along with their fellow members.

2(9) 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(10) 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 – Removal of Officers**

13(1) If an officer, executive or regular, shall conduct activities detrimental to the organization, violate the constitution bylaws multiple times, or violate Ohio State's code of conduct, a vote will be called by executive members. All officers will be able to vote on whether or not to remove the offending officer from the organization. The vote must path with  $\frac{2}{3}$  vote in order for removal to proceed.

### **SECTION 14 – Amendments of By-laws**

14(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.

14(2) Amendments to these by-laws shall be approved through an affirmative vote of 2/3rds of a minimum of 10 active members voting.

Last Amended by Cam Elia. Ratified on 04/18/24