



Reader's Note: Engineers Without Borders, University of Delaware Chapter (EWB UD) is dually organized as both a Registered Student Organization (RSO) and College of Engineering (COE) organization due to our dual role of participating in on-campus activities and international outreach. Please note that the RSO Constitution begins below, while the COE Constitution begins on page 8.

## Engineers Without Borders – Registered Student Organization Constitution Last Amended 2/8/2016

### Preamble

We, the members of Engineers Without Borders at University of Delaware, hereby establish the following constitution and by-laws to effectively perform our mission.

### Article I – Name and Affiliation

- 1.1 The name of the organization shall be Engineers Without Borders – Registered Student Organization (EWB-RSO). EWB-RSO shall be affiliated with EWB-COE, a separate organization sponsored by the UD College of Engineering. However, EWB-RSO shall be distinct from EWB-COE in its mission, sponsorship, and financial structure.
- 1.2 In general, EWB-RSO shall not be directly involved in international travel, assessment, engineering, or implementation activities pursuant to EWB-USA affiliated activities, and will not be liable for such. In this respect, EWB-RSO's role is to support EWB-COE without being directly engaged in its activities.

### Article II – Mission

- 2.1 EWB-RSO is committed to promoting sustainable solutions to problems in international and domestic developing communities and bridging cultural, economic, and political divides.

### Article III – Objectives

- 3.1 To fulfill its mission, EWB-RSO must pursue the following goals:
  - 3.1.1 To provide students with technical and cultural knowledge to effectively approach and solve world problems on a community-based level;
  - 3.1.2 To provide students with a multi-disciplinary international network of students, professors and professionals dedicated to the betterment of society;
  - 3.1.3 To actively support the work of EWB-COE through publicity, fundraising, and networking activities.

### Article IV – Membership and Voting

- 4.1 Members of EWB-RSO will consist primarily of UD undergraduate or graduate students. Students from neighboring universities are also eligible for membership, but cannot participate in project activities. Only full-time UD undergraduate students can vote or hold office.
- 4.2 Associate Members will consist of professionals and UD faculty, staff, and alumni. Associate Members cannot vote or hold office.
- 4.3 The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures



found on the University Student Centers website (<http://www.udel.edu/usc/policy.html>) and the Student Guide to Policies (<http://www.udel.edu/stuguide/>). This organization is viable, functioning, composed of at least six full time undergraduate students, and adheres to the University of Delaware's Non-Discrimination/Title IX policies (<http://www.udel.edu/aboutus/legalnotices.html>).

4.5 To be considered an Active Member, a member must maintain consistent contact with EWB-RSO or actively participate in EWB-RSO events and activities.

4.6 Voting for election of officers will take place as described in Section 5.13. Any other votes at the General Body Meetings must be announced at least one week in advance unless they are advisory in nature.

4.7 Executive Board votes require a quorum to be present but the majority vote is determined after abstentions are excluded.

## Article V – Executive Board

5.1 The Executive Board will consist of the following officers: President, Vice President, Secretary, Executive Treasurer, Fundraising Chair, Technology Chair, Publicity and Programming Chair, and ReachOut Chair.

5.2 Eligibility: The officer must be an Active Member with at least 1 semester of fulltime enrollment in the University of Delaware, not on academic probation, and with time to fully commit to a full service term.

5.3 A term of office for an Executive Board Officer will last for 3 semesters, beginning on the first day of spring semester following their election or appointment in November and ending on the last day of spring semester the following year.

5.3.1 The 3 semesters will consist of:

- 1 semester of full-time overlap and training at UD in the spring (this training with the existing Executive Board will be mandatory) during which the outgoing officer takes primary responsibility;
- 2 semesters of service as a EWB-RSO Executive Officer.

5.3.2 An officer who becomes unable to adequately fulfill the duties of the position is encouraged to resign immediately. An officer may also be removed through petition by peers and approved by a majority vote of the remaining Executive Board members. In the case of an officer of the Board, such removal requires signed petition by at least three Executive Board officers. In the case of a committee member, removal requires signed petition by a majority of committee members. Such petitions shall be presented to the Executive Board and the removal approved by a majority vote of the remaining Executive Board members.

5.4 The Executive Board has the following responsibilities:

5.4.1 Perform duties to achieve the objectives outlined in Article III in order to fulfill the EWB-RSO mission.

5.4.2 Direct activities and events relevant to Article III objectives.

5.4.3 Review and deliberate over decisions relevant to Article III objectives.

5.4.4 Approve expenditures incurred in the current term.

5.4.5 Designate chairs and committee members when required.

5.5 President – The President represents EWB-RSO in interactions with persons within the organization and outside of the organization. The President will be the primary organization liaison for university-affiliated organizations.

Duties:



5.5.1 Perform duties that achieve EWB-RSO's mission and objectives, providing leadership to do the same for the membership.

5.5.2 Assure timely announcement of each Executive Board Meeting and its agenda, and preside over the meeting.

5.5.3 Oversee all Executive Board and committee activities.

5.5.4 Perform or delegate duties of vacant officer positions until filled, except for Vice President. Someone other than the President must hold this position at all times.

5.5.5 Serve as the main liaison between EWB-RSO and all University of Delaware officials.

5.5.6 Chair all General Body Meetings, and delegate the responsibilities of planning each General Body Meeting to appropriate persons.

5.5.7 Report all progress made on tasks since the last General Body Meeting.

5.6 Vice President – The Vice President is responsible for administering event activities of EWB-RSO. The Vice President will serve as the liaison between EWB-RSO and Professional Partners and also act on behalf of the President in his or her absence.

Duties:

5.6.1 Assist the President in performing duties relevant to the mission.

5.6.2 Spearhead recruitment.

5.6.3 Coordinate logistics of campus events, including but not limited to the Student Activities Nights.

5.6.4 Create and develop educational events on campus (i.e. visiting freshman classes to talk about EWB-RSO).

5.6.5 Coordinate EWB social events.

5.6.6 Ensure EWB-RSO participation in relevant campus events.

5.6.7 Report all progress made on tasks since the last General Body Meeting.

5.7 Secretary – The Secretary is responsible for operational activities of EWB-RSO.

The Secretary will serve as the primary liaison between potential and current EWB-RSO members.

Duties:

5.7.1 Perform duties that achieve EWB-RSO mission and objectives.

5.7.2 Assume responsibility for the EWB-RSO club email account, including responding to account emails and announcements to student members, faculty, and professional members.

5.7.3 Maintain records for the Executive Board; responsible at the end of each Executive Board term to ensure transition of the overall club records to incoming Executive Board members.

5.7.4 Book space for events.

5.7.5 Take attendance at all EWB-RSO events, including General Body meetings.

5.7.6 Issue announcements.

5.7.7 Record, archive, and distribute minutes of Executive Board and General Body meetings and action items.

5.7.8 Maintain a database of active members, alumni, and other important contacts.

5.7.9 Review previous minutes at all General Body Meetings.

5.7.10 Coordinate with the Technology Chair to have meeting minutes posted on the website.

5.7.11 Facilitate contact with appropriate Executive Board members from external inquiry.



5.8 Executive Treasurer – The Executive Treasurer is responsible for financial activities, planning, and current and future financial health of the entirety of EWB-RSO.

Duties:

- 5.8.1 Perform duties that achieve EWB-RSO mission and objectives.
- 5.8.2 Maintain and document incoming/outgoing EWB-RSO mail in the Registered Student Organizations Office.
- 5.8.3 Record all club related income and expenditures for EWB-RSO.
- 5.8.4 Collect receipts for petty cash expenditure and issue reimbursement.
- 5.8.5 Ensure financial regulations of UD's student organizations are followed.
- 5.8.6 Work with the President regarding current and future annual budgets.
- 5.8.7 Submit financial statements every two weeks of the academic semester.
- 5.8.8 Assure that any stipulations regarding donations to EWB-RSO are fulfilled.
- 5.8.9 Maintain database of all donors to EWB-RSO.
- 5.8.10 Support Fundraising Chair by supplying information for fundraising goals and relevant information required for grants and approved fundraising endeavors.
- 5.8.11 Serve as the sole student administrator of the Registered Student Organization internal account and checking account.

5.9 Fundraising Chair – The Fundraising Chair shall be responsible for acquiring funding to support the activities of EWB-RSO and to support EWB-COE projects as pursuant to the mission of EWB-RSO.

Duties:

- 5.9.1 Perform duties that achieve EWB-RSO's mission and goals.
- 5.9.2 Assume responsibility for all the duties of the fundraising committee as outlined in Article VII Section 7.3.

5.10 Technology Chair – The Technology Chair is responsible for maintaining the EWB-RSO website.

Duties:

- 5.10.1 Perform duties that achieve EWB-RSO's mission and objectives.
- 5.10.2 Maintain and update the EWB-RSO website on a regular basis.
- 5.10.3 Maintain and update an online archive of meeting minutes in coordination with the Secretary.
- 5.10.4 Organize technology needed for events such as laptops, power, and projectors.

5.11 Publicity and Programming Chair – The Publicity and Programming Chair is responsible for promoting EWB-RSO and EWB-COE through various publicity media and events to support the mission of EWB-RSO.

Duties:

- 5.11.1 Perform duties that achieve EWB-RSO's mission and objectives.
- 5.11.2 Oversee the publication of one newsletter per academic semester describing and promoting the recent activities of EWB-RSO and EWB-COE.
- 5.11.3 Oversee the regular update and operation of EWB-RSO media accounts, such as Facebook and Twitter.
- 5.11.4 Plan and oversee EWB-RSO social events that promote and build camaraderie between EWB-RSO and EWB-COE.
- 5.11.5 Generate and promote newsworthy accounts of all EWB-RSO and EWB-COE activities in a timely manner by utilizing available media and news organizations.
- 5.11.6 Promote and advertise EWB-RSO and EWB-COE events using the available media.



5.12 ReachOut Chair – The ReachOut Chair is responsible for arranging a local service program that supports the mission of EWB-RSO.

Duties:

5.12.1 Perform duties that achieve EWB-RSO's mission and objectives.

5.12.2 Contact organizations consisting of independent nonprofits, state-affiliated programs, or any other such entity through which EWB-RSO may positively impact the local community.

5.12.3 Organize the service opportunities into events throughout the regular academic fall and spring semester.

5.12.4 Promote the service opportunities within EWB-RSO.

5.12.5 Organize teams of individuals consisting of EWB-RSO members or interested students or community members.

5.12.6 Assume responsibility for each participant's completion of the appropriate agreement to participate and liability waiver forms as required for all University of Delaware RSOs.

5.12.7 Promote communication between event participants and the organization each event is serving, assuming responsibility for notifying the appropriate individuals of cancellations or modifications to a prescribed schedule.

5.13 Elections – Executive Board officers will be elected by a majority vote of the active membership present at the election meeting via secret ballot.

5.13.1 Elections for next-term officers will occur at a General Meeting constituting a quorum (Section 8.4) no later than Thanksgiving. Date, time, and location of the meeting will be e-mailed to all voting members no later than two weeks before election.

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

5.13.3 Nominations will start at the meeting a week prior to elections and will be accepted via email until voting begins. Nominations may also be accepted the day of elections before the voting process begins. Self nominations are permitted. The President will notify nominees three days before elections.

5.13.4 Nominees must submit a brief letter/email to the President stating intent and qualifications for running. Also, nominees must prepare a 1-2 minute speech for the position they are seeking, which will be presented during elections.

5.13.5 A nominee may run for multiple positions but can only accept one position.

5.13.6 The votes for a specific position must be counted by an Executive Board member who is not running for that position. In the event that none of the candidates receive a majority of the votes, a run-off election should be held between the two candidates with the most votes. In the event of a tie, the members of the Executive Board who are not running for that position will decide via majority vote. If no majority is achieved during the Executive Board vote, the Executive board will deliberate and vote again until the tie is broken. If after 5 deliberations and corresponding votes the tie remains unbroken, a joint appointment of the two candidates involved in the tie vote to the Executive Board position will be made.

5.13.7 In the event that an officer resigns or is removed, the Executive Board must hold a Special Election following the protocols of 5.13, except the Special Election must be held as soon as possible to fill the vacant position(s).

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

5.13.9 Absentee ballots can be submitted at the discretion of the President prior to the election date.





## Article VI – Faculty Advisor

6.1 Faculty Advisor – The faculty advisor is responsible for serving as chief advisor to EWB-RSO.

Duties will include:

- 6.1.1 Attend General Body Meetings and Executive Board Meetings as necessary to fulfill their duties;
- 6.1.2 Review the EWB-RSO yearly budget;
- 6.1.3 Assist with, and/or review, crucial EWB-RSO proposals, reports, and presentations to ensure that they are of high quality and relevant to the EWB-RSO mission;
- 6.1.4 Advise on issues of planning, management, and organizational leadership;
- 6.1.5 Foster relationships between EWB-RSO and UD faculty; and
- 6.1.6 Assist in establishing and maintaining contacts with EWB alumni, benefactors, and professionals beyond the campus community.

6.2 The position of Faculty Advisor shall be filled as follows:

- 6.2.1. The faculty member will be invited and appointed by the Executive Board based on majority vote.
- 6.2.2 The faculty advisor may be removed from office for not performing the duties defined by the constitution. Any member may bring this concern to the Executive Board, and the Executive board will meet with the advisor to discuss such matters. The Executive Board will then vote, where a majority will result in removal of the advisor.
- 6.2.3 Re-selection of a faculty advisor will follow Article VI Section 6.2.1.
- 6.2.4 Length of the faculty advisor's term is indefinite, until he or she resigns or is removed.

## Article VII – Organization Committees

7.1 The EWB-RSO Executive Board may create ad-hoc committees when necessary to support EWB-RSO activities.

7.2 Committees must prepare a biweekly status report to the Executive Board, to be presented at the General Body Meetings.

7.3 Fundraising Committee – The Fundraising Committee is responsible for soliciting funds to support the EWB-RSO mission. The Fundraising Chair will represent the interests of this committee.

Duties:

- 7.3.1 Oversee the creation of fundraising sub-committees necessary to fulfill the committee's objectives.
- 7.3.2 Create proposals for funding opportunities, such as grant applications, donation campaigns, or campus fundraising events.
- 7.3.3 Implement methods for soliciting funds.
- 7.3.4 Organize fundraising events needed, in conjunction with the Executive Board.
- 7.3.5 Create and maintain a database of funding sources.
- 7.3.6 Obtain fundraising knowledge through workshops and literature.

7.4 Committee Appointment:

- 7.4.2 Committee members can be any UD undergraduate or graduate student.



### Article VIII – Meetings

- 8.1 General Meetings will be held every week of the academic year or as dictated by the Executive board. The first General Meeting of each academic year will be an informational meeting.
- 8.2 The Executive Board will hold an Executive Board Meeting at least bi-weekly or more often if necessary, at the discretion of the President.
- 8.3 If committees exist, they will meet bi-weekly or at the discretion of their chairpersons. Subcommittees can meet at their discretion, but must be at least once a month.
- 8.4 Quorum. At General Body meetings of the full membership, at least one-half of the Executive Board and at least one-fourth of the Active Members shall be required to constitute a quorum.

### Article IX – Constitutional Amendments

- 9.1 Amendments to the constitution will be submitted in writing to the Executive Board for consideration. A reading or email of the proposed amendment is required prior to submitting the amendment to a vote.
- 9.2 Written notification of the proposed amendment to all members must be made by mail or email at least two weeks in advance of voting on any proposed changes in the constitution.
- 9.3 A two-thirds approval of Executive Board members is required for adoption of the amendment, with 100% of the Board voting. The voting may take place at a Board meeting or through email (which the President shall coordinate).
- 9.4 A majority approval of the General Body is required for adoption of the amendment at a meeting with constitutes a quorum (Article VIII Section 8.4).

### Article XI – Constitutional Ratification

- 10.1 In order to ratify the Constitution, a two-thirds majority vote and approval by the Activities and Programs Office is required.
- 10.2 In order to ratify the Constitution the same procedures at outlined in Article IX Sections 9.3 and 9.4 must be followed.

### Article XII – Signatures

President: Kyle Lusignea \_\_\_\_\_

Treasurer: Doug Scott \_\_\_\_\_

Advisor: Dr. Kim Bothi \_\_\_\_\_

Advisor: Dr. Abigail Clarke-Sather \_\_\_\_\_

University Student Centers Staff: Alex Keen \_\_\_\_\_



## Engineers Without Borders – College of Engineering Constitution Last Amended 9/1/2013

### Preamble

We, the members of Engineers Without Borders – College of Engineering at University of Delaware, hereby establish the following constitution and by-laws to effectively perform our mission.

### Article I – Name and Affiliation

1.1 The name of the organization shall be Engineers Without Borders – College of Engineering, University of Delaware (EWB-COE UD). EWB-COE UD shall be affiliated with Engineers Without Borders-USA<sup>®</sup> USA (EWB-USA<sup>®</sup>), a Colorado non-profit organization (“EWB-USA<sup>®</sup>”), began in 2000 with an innovative idea: connect developing communities that have infrastructure needs with engineers able to design solutions to meet those needs. The idea of engineering students and professionals working with developing communities resonated among engineers and within universities throughout the country. Through this affiliation, EWB-COE UD is associated with other professional and university chapters within the United States.

### Article II – Mission

2.1 Engineers Without Borders at the University of Delaware is committed to designing and implementing sustainable solutions to problems in international and domestic developing communities and bridging cultural, economic, and political divides.

### Article III – Objectives

3.1 To fulfill its mission, EWB-COE UD must pursue the following goals:

- 3.1.1 To develop and foster long-term relationships with an international developing community and to help establish the necessary infrastructure to administer and maintain a sustainable solution;
- 3.1.2 To provide students with technical and cultural knowledge to effectively approach and solve world problems on a community-based level;
- 3.1.3 To promote world citizenship by designing and implementing sustainable engineering solutions in developing communities domestically and abroad;
- 3.1.4 To provide students with a multi-disciplinary international network of students, professors, and professionals dedicated to the betterment of society.

### Article IV – Membership and Voting

4.1 Members of EWB-COE UD will consist primarily of UD undergraduate or graduate students. Students from neighboring universities are also eligible for membership and





participation in all project activities. However, only full-time UD undergraduate students can vote or hold office.

4.2 Associate Members will consist of professionals and UD faculty, staff, and alumni. Associate Members cannot vote or hold office.

4.3 Membership selection must not discriminate on the basis of race, gender, national origin, ethnicity, age, religion, sexual orientation, disability, veteran status, academic discipline, or academic performance.

4.4 To be considered an Active Member, a member must maintain consistent contact with EWB-COE UD or actively participate in EWB-COE UD events and activities.

4.5 Voting for election of officers will take place as described in Section 5.14. Any other votes at the General Body Meetings must be announced at least one week in advance unless they are advisory in nature.

4.6 Management Board votes require a quorum be present but the majority vote is determined after abstentions are excluded. The President will have the deciding vote in the event of a tie vote by the Management Board, except in the case of Management Board elections.

## Article V – Management Board

5.1 The Management Board will consist of the following officers: President, Vice President, Secretary, Executive Treasurer, Project Treasurers, Fundraising Chair, Project Managers, Technology Chair, and Publicity and Programming Chair.

5.2 Eligibility: The officer must be an Active Member with at least 1 semester of full time enrollment in the University of Delaware, not on academic probation, and with time to fully commit to a full service term.

5.3 A term of office for a Management Board Officer will last for 3 semesters, beginning on the first day of spring semester following their election or appointment in November and ending on the last day of spring semester the following year.

5.3.1 The 3 semesters will consist of:

- 1 semester of full-time overlap and training at UD in the spring (this training with the existing Management Board will be mandatory) during which the outgoing officer takes primary responsibility;
- 2 semesters of service as an EWB-COE UD Management Board Officer.

5.3.2 An officer who becomes unable to adequately fulfill the duties of the position is encouraged to resign immediately. An officer may also be removed through petition by peers and approved by a majority vote of the remaining Management Board members. In the case of an officer of the Board, such removal requires signed petition by at least three Management Board officers. In the case of a committee member, removal requires signed petition by a majority of committee members. Such petitions shall be presented to the Management Board and the removal approved by a majority vote of the remaining Management Board members.

5.4 The Management Board has the following responsibilities:

5.4.1 Perform duties to achieve the objectives outlined in Article III in order to fulfill the EWB-COE UD mission.

5.4.2 Direct activities and events relevant to Article III objectives.

5.4.3 Review and deliberate over decisions relevant to Article III objectives.



5.4.4 Approve expenditures incurred in the current term.

5.4.5 Designate chairs and committee members when required.

5.5 President – The President represents EWB-COE UD in interactions with persons within the Chapter and outside of the Chapter. The President will be the primary Chapter liaison for university-affiliated organizations and EWB-USA affiliates.

Duties:

5.5.1 Perform duties that achieve EWB-COE UD's mission and objectives, providing leadership to do the same for the membership.

5.5.2 Chair all General Body Meetings, and delegate the responsibilities of planning each General Body Meeting to appropriate persons.

5.5.3 Assure timely announcement of each Management Board Meeting and its agenda, and preside over the meeting.

5.5.4 Arrange for an EWB Review Meeting each semester to include College of Engineering officials (Dean or designee), the Faculty Advisor, and other members of the Management Board, and report on EWB-COE's activities and plans at this meeting.

of each Management Board Meeting and its agenda, and preside over the meeting.

5.5.5 Oversee all EWB-COE UD projects, board meetings and team projects.

5.5.6 Oversee all Management Board and committee activities.

5.5.7 Perform or delegate duties of vacant officer positions until filled, except for Vice President. Someone other than the President must hold this position at all times.

5.5.8 Serve as the student liaison between EWB-COE UD and all University of Delaware officials.

5.5.9 Report all progress made on tasks since the last General Body Meeting.

5.6 Vice President – The Vice President is responsible for administering event activities of EWB-COE UD. The Vice President will serve as the liaison between EWB-COE UD and Professional Partners and also act on behalf of the President in his or her absence.

Duties:

5.6.1 Assist the President in performing duties relevant to the mission.

5.6.2 Spearhead recruitment.

5.6.3 Coordinate logistics of campus events, including but not limited to the Student Activities Nights.

5.6.4 Create and develop educational events on campus (i.e. visiting freshman classes to talk about EWB-COE UD).

5.6.5 Coordinate EWB social events.

5.6.6 Ensure EWB-COE UD participation in relevant campus events.

5.6.7 Report all progress made on tasks since the last General Body Meeting.

5.7 Secretary – The Secretary is responsible for operational activities of EWB-COE UD.

The Secretary will serve as the primary liaison between potential and current EWB-COE UD members.

Duties:

5.7.1 Perform duties that achieve EWB-COE UD mission and objectives.

5.7.2 Assume responsibility for the EWB-COE UD club email account, including responding to account emails and announcements to student members, faculty, and professional members.



5.7.3 Maintain records for previous projects and Management Board; responsible at the end of each Management Board term to ensure transition of the overall club records to incoming Management Board members.

5.7.4 Book space for events.

5.7.5 Take attendance at all EWB-COE UD events, including General Body meetings.

5.7.6 Issue announcements.

5.7.7 Record, archive, and distribute minutes of Management Board and General Body meetings and action items.

5.7.8 Maintain a database of active members and alumni, as well as important contacts within project communities.

5.7.9 Review previous minutes at all General Body Meetings.

5.7.10 Coordinate with the Technology Chair to have meeting minutes posted on the website.

5.7.11 Facilitate contact with appropriate Management Board members from external inquiry.

5.8 Executive Treasurer – The Executive Treasurer is responsible for financial activities, planning, and current and future financial health of the entirety of EWB-COE UD.

Duties:

5.8.1 Perform duties that achieve EWB-COE UD mission and objectives.

5.8.2 Maintain and document incoming/outgoing EWB-COE UD mail in the designated mailbox.

5.8.3 Record all club related income and expenditures for EWB-COE UD.

5.8.4 Collect receipts for petty cash expenditure and issue reimbursement.

5.8.5 Ensure financial regulations of UD's student organizations are followed.

5.8.6 Work with the College, Project Managers, Project Treasurers, and the President regarding current and future annual budgets.

5.8.7 Submit financial statements every two weeks of the academic semester.

5.8.8 Meet with a financial representative of each project team to discuss various aspects of project funding.

5.8.9 Assure that any stipulations regarding donations to EWB-COE UD are fulfilled consistent with the guidance of the University.

5.8.10 Maintain a database of all donors to EWB-COE UD.

5.8.11 Support the Fundraising Chair by supplying information for fundraising goals and relevant information required for grants and approved fundraising endeavors.

5.8.12 Serve as the sole student administrator of the COE internal accounts in coordination with the College financial staff.

5.8.13 Oversee all reconciliation of expenditures from assessment and implementation trips abroad and ensure all appropriate forms and approvals are submitted to the College.

5.9 Project Treasurer – The Project Treasurer is responsible for the financial planning and health of an individual EWB-COE UD project.

Duties:

5.9.1 Perform duties that achieve EWB-COE UD's mission and objectives.

5.9.2 Gather and reconcile expenditures of an assigned project budget.

5.9.3 Submit budget to Management Board for approval.



5.9.4 Assist Project Managers with planning project costs and future annual project budgets.

5.9.5 Support the Executive Treasurer in revenue activities and proper reporting of revenues and expenditures when necessary.

5.9.6 Submit receipts and reimbursement forms to the Executive Treasurer, properly documented in compliance with College financial policies and procedures.

5.10 Fundraising Chair – The Fundraising Chair shall be responsible for acquiring funding for all EWB-COE UD projects.

Duties:

5.10.1 Perform duties that achieve EWB-COE UD's mission and goals.

5.10.2 Assume responsibility for all the duties of the fundraising committee as outlined in Article IX Section 9.3.

5.11 Project Managers – The Project Manager for each project that EWB-COE UD decides to pursue is in charge of all aspects of a given project and will be responsible for submitting appropriate EWB-USA and University paperwork for project approval. The Project Manager is the primary liaison between the project team and the Management Board. A project may have more than one Project Manager as deemed necessary by the majority of the Management Board.

Duties:

5.11.1 Perform duties that achieve EWB-COE UD's mission and objectives.

5.11.2 A Project Manager must have one semester of experience working on a project team.

5.11.3 Project Managers, unlike the other Management Board members, will be appointed by the Management Board instead of being elected by the general members. Each candidate will be interviewed by the current Project Manager and at least two other Management Board members before the selection is made. A majority of the interviewing committee must agree on a single candidate before the selection is made.

5.11.4 Recruit team members to get involved in the project and convey necessary EWB-COE UD information at weekly meetings.

5.11.5 Submit paperwork required by EWB-USA and the University of Delaware, College of Engineering along every step of the project.

5.11.6 Coordinate all logistics of designing and implementing a project. The Project Manager may assign people from each team to be in charge of various topics, i.e. health information or travel logistics.

5.11.7 Attend all General Body Meetings and update Management Board members of project status at the Management Board Meetings.

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

5.11.9 Maintain an ongoing Project "To-Do List" and schedule.

5.11.10 Serve as main liaison with pertinent project contacts.

5.11.11 Must maintain and report on any trip itineraries and budgets every week starting six weeks prior to trip.

5.12 Technology Chair – The Technology Chair is responsible for maintaining the EWB-COE UD website.

Duties:



- 5.12.1 Perform duties that achieve EWB-COE UD's mission and objectives.
- 5.12.2 Maintain and update the EWB-COE UD website on a regular basis.
- 5.12.3 Maintain and update an online archive of meeting minutes in coordination with the Secretary.
- 5.12.4 Organize technology needed for events such as laptops, power, and projectors.
- 5.12.5 Research any technology needs for a given project at the request of the Project Manager.
- 5.12.6 Provide support for media editing as is required by EWB-COE UD activities.

5.13 Publicity and Programming Chair – The Publicity and Programming Chair is responsible for promoting EWB-COE UD through various publicity media to support the mission of EWB-COE UD.

Duties:

- 5.13.1 Perform duties that achieve EWB-COE UD's mission and objectives.
- 5.13.2 Oversee the publication of one newsletter per academic semester describing and promoting the recent activities of EWB-COE UD.
- 5.13.3 Oversee the regular update and operation of EWB-COE UD media accounts, such as Facebook and Twitter.
- 5.13.4 Generate and promote newsworthy accounts of all EWB-COE UD travel activities in a timely manner by utilizing available media and news organizations.
- 5.13.5 Promote and advertise EWB-COE UD events using the available media.

5.14 Elections – Management Board officers, with the exception of Project Managers, will be elected by a majority vote of the active membership present at the election meeting via secret ballot. Elections for the Management Board of EWB-COE UD should occur at the same election meeting as the election for the Executive Board of EWB-RSO. Officers elected to positions on the Executive Board of EWB-RSO that have a corresponding position on the EWB-COE UD Management Board can be nominated to run in the election for the respective EWB-COE UD Management Board position. Project Managers will be appointed by the Management Board during the time period that elections are being held for the other Management Board members.

- 5.14.1 Elections for next-term officers will occur at a General Meeting constituting a quorum (Section 10.4) no later than Thanksgiving. Date, time, and location of the meeting will be e-mailed to all voting members no later than two weeks before election.
- 5.14.2 Applicants for Management Board positions must fulfill the requirements of Section 5.2.
- 5.14.3 Nominations will start at the meeting a week prior to elections and will be accepted via email until voting begins. Nominations may also be accepted the day of elections before the voting process begins. Self nominations are permitted. The President will notify nominees three days before elections.
- 5.14.4 Nominees must submit a brief letter/email to the President stating intent and qualifications for running. Also, nominees must prepare a 1-2 minute speech for the position they are seeking, which will be presented during elections.
- 5.14.5 A nominee may run for multiple positions but can only accept one position.
- 5.14.6 The votes for a specific position must be counted by a Management Board member who is not running for that position. In the event that none of the candidates





receive a majority of the votes, a run-off election should be held between the two candidates with the most votes. In the event of a tie, the members of the Management Board who are not running for that position will decide via majority vote. If the Management Board cannot make this decision after one vote, the Management board will deliberate and vote again until the tie is broken. If after 5 deliberations and corresponding votes the tie remains unbroken, a joint appointment of the two candidates involved in the tie vote to the Management Board position will be made.

5.14.7 In the event that an officer resigns or is removed, the Management Board must hold a Special Election following the protocols of 5.13, except the Special Election must be held as soon as possible to fill the vacant position(s).

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

5.14.9 Absentee ballots can be submitted at the discretion of the President prior to the election date.

## Article VI – Faculty Advisor

6.1 The Faculty Advisor serves as chief advisor to EWB-COE and assists as liaison between its members and the College of Engineering administration. In this role, the Faculty Advisor is to ensure the successful and compliant operation of EWB-COE UD according to this Constitution and the EWB-USA® Chapter Agreement for Academic Institutions. Duties of the Faculty Advisor will include:

6.1.1 Attend General Body Meetings and Executive Board Meetings as necessary to fulfill their duties;

6.1.2 Review and approve Chapter and Project budgets;

6.1.3 Assist with, and/or review, crucial proposals, reports, and presentations to ensure that they are of high quality, compliant with rules governing the Chapter, and cognizant of sustainability and risk considerations;

6.1.4 Advise on the management, planning, and execution of projects;

6.1.6 Assist in establishing and maintaining relationships with UD faculty, EWB alumni, benefactors, and professionals.

6.2 The position of Faculty Advisor shall be filled as follows:

6.2.1. The Faculty Advisor will be invited and appointed by the Executive Board based on majority vote.

6.2.2 The Faculty Advisor may be removed from office for not performing the duties defined by the constitution. Any member may bring this concern to the Management Board, which will then meet with the advisor to discuss such matters. The Management Board will then vote, where a majority will result in removal of the Faculty Advisor.

6.2.3 Re-selection of a Faculty Advisor will follow Article VI Section 6.2.1.

6.2.4 The length of the Faculty Advisor's term is indefinite, until he or she resigns or is removed.

6.3 At least once per semester, the Faculty Advisor will attend an EWB Review Meeting with Management Board members and COE representatives (Dean or designee) to assist in report and review of EWB-COE activities. Additional such meetings may be called as deemed reasonable and necessary by agreement of the Management Board President, the Faculty Advisor, and the College of Engineering representative.





## Article VII – College of Engineering

7.1 The College of Engineering will serve as an oversight and support entity to EWB-COE UD in accordance with University of Delaware policies and procedures. The College of Engineering will seek to maintain student volunteer management of EWB-COE UD to the maximum extent possible for the purpose of achieving the mission and goals of EWB-COE UD. Duties include:

7.1.1 Support the Management Board in performing duties that achieve EWB-COE UD's mission and objectives, as made possible by reasonably allocated personnel resources.

7.1.2 Provide financial support personnel to aid EWB-COE UD in the conducting of its financial affairs and maintaining its various accounts.

7.1.3 Provide financial summaries of all EWB-COE UD account activities to the President, Management Treasurer, and Faculty Advisor on a reasonably regular basis or as requested.

7.1.4 Provide support for high profile EWB-COE UD events that support the interests of the College of Engineering, such as the EWB-COE UD Annual Benefit Dinner and Silent Auction.

7.1.5 Provide conference room access for EWB-COE UD to act as a conference call meeting space, document storage area, and technology support as required.

## Article VIII – Technical Advisory Board

8.1 The Technical Advisory Board is responsible for supporting EWB-COE projects and activities, by providing technical assistance prior to assessment and implementation activities, and by assisting in community outreach.

8.2 The Technical Advisory Board will consist of graduate students, faculty members, and professionals, as selected by the Management Board.

## Article IX – Organization Committees

9.1 The Management Board may create ad-hoc committees when necessary to take care of EWB-COE UD event/project activities.

9.2 Committees must prepare a biweekly status report to the Management Board, to be presented at the General Body Meetings.

9.3 Fundraising Committee – The Fundraising Committee is responsible for soliciting funds to support the EWB-COE UD mission. The Fundraising Chair will represent the interests of this committee. Duties:

9.3.1 Oversee the creation of fundraising sub-committees necessary to fulfill the committee's objectives.

9.3.2 Create proposals for funding opportunities.

9.3.3 Implement methods for soliciting funds.

9.3.4 Organize fundraising events needed, in conjunction with the Management Board.

9.3.5 Create and maintain a database of funding sources.

9.3.6 Obtain fundraising knowledge through workshops and literature.

9.4 Committee Appointment:

9.4.1 Committee members are voluntarily involved or assigned by Project Managers.

9.4.2 Committee members can be any UD undergraduate or graduate student.



## Article X – Meetings

10.1 General Meetings will be held every month of the academic year or as dictated by the Management board. The first General Meeting of each academic year will be an informational meeting.

10.2 The Management Board will hold a Management Board Meeting at least bi-monthly or more often if necessary, at the discretion of the President. The Advisory Council can be invited to the Management Board meetings when necessary.

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

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

## Article XI – University Policy

11.1 EWB-COE UD is not to be designated as a Registered Student Organization (RSO). Any activities undertaken by students appropriate to an RSO shall be under the auspices of its affiliated organization, EWB-RSO.

11.2 As administered through the College of Engineering, EWB-COE UD shall abide by all UD rules, policies and procedures for finance, operations and travel.

11.3 In accordance with current UD policies regarding students traveling abroad on an EWB-COE UD designated project each participant is encouraged to be enrolled in a service-learning course. This course should be approved through the University of Delaware Office of Service Learning.

11.4 The University of Delaware, College of Engineering shall inherit the assets of EWB-COE UD should the group become defunct. The Dean of the College will determine the disposition of these assets consistent with the intent stated by the source/origin of the funds and in the best interest of the College.

## Article XII – Constitutional Amendments

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

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

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

12.4 A majority approval of the General Body is required for adoption of the amendment at a meeting that constitutes a quorum (Article X Section 10.4).

## Article XIII – Constitutional Ratification

13.1 In order to ratify the Constitution, a two-thirds majority vote and approval by the Dean of the College of Engineering is required.

13.2 In order to ratify the Constitution the same procedures as outlined in Article XII Sections 12.3 and 12.4 must be followed.