

**ENGINEERS WITHOUT BORDERS**  
**PURDUE UNIVERSITY CHAPTER CONSTITUTION**  
CREATED Fall 2018

**Article I - Preamble**

**Section 1.1: Overview**

We, the members of the Engineers Without Borders Purdue University Chapter, do hereby establish this constitution in order that our purpose be realized to its fullest extent.

**Article II - Name**

**Section 2.1: Overview**

The name of the organization will be “Engineers Without Borders Purdue University Chapter” or “EWB Purdue.”

**Article III - Purpose**

**Section 3.1: Overview**

The mission of EWB Purdue is to develop and implement sustainable projects in partnership with community stakeholders, foster professional development in its members, and educate its members about international development practices.

**Article IV - Affiliations**

**Section 4.1: Overview**

The Engineers Without Borders Purdue University Chapter Chapter is a collegiate chapter of the nationally recognized organization Engineers Without Borders USA or EWB-USA and a partner of the EPICS program at Purdue.

**Article V - Definition of Membership**

**Section 5.1: Overview**

Any Purdue University Student, regardless of major or school year can join EWB Purdue. All chapter members in EWB Purdue must fulfill the following three requirements: register as part of the student organization on Boilerlink; register as a member of the National Organization through Volunteer Village; and pay chapter membership dues. Membership will be broken down into two forms: first semester membership and full membership. Members will be a part of one of the design teams listed below.

- a. Leadership Design Team
  - 1. President, Vice President, Project Manager, Treasurer,
    - 1. Members of the leadership design team may only hold and participate in their designated position and must be registered members in EPICS
- a. New Member Design Team:
  - 1. New Member Design Team Lead
    - 1. All students who are first semester members
  - 2. Must be members of New Member Design Team
- b. Other Design Teams
  - 1. Consists of all full EWB members not on the above teams.

1. Details of project design teams will vary from semester to semester depending upon what project work the chapter is working on
2. Each design team will have one or two design lead, at the discretion of the leadership team.

### **Section 5.2: First Semester Members**

The purpose of first semester membership will be to have students become accustomed to EWB Purdue's values and projects. A student can only be a first semester member for one semester unless there are extenuating circumstances. First semester members commit to attending meetings 6 to 8 pm Wednesday nights as well as 1 hour of work outside of Wednesday meetings. Students must join through a process that involves submitting a written application to the leadership team and new member design lead and subsequently have an interview with at least one member of the leadership team, including the new member design lead. The new member team will be a 6 week long course on the fundamentals and requirements of EWB Purdue. These new members will be selected by the leadership team, and the number of how many will be accepted shall be predetermined before the intake process begins. If a student satisfies new member requirements but is unable to join the team the immediate semester following their first semester in EWB (examples include co-op or study abroad) they will be able to join the EWB-EPICS team any following semester on campus. New members must follow the process established in Bylaws section 1.6 to join the EPICS team.

### **Section 5.3: Full Members**

To become a full EWB Purdue member students must apply. All first semester members who apply to be a full EWB member will be accepted as long as they have fulfilled first semester member responsibilities. New member applications will be sent out with at least three weeks remaining in the semester.

### **Section 5.4: EPICS Registration**

Barring extenuating circumstances, EWB Purdue full members will be registered for the EWB-EPICS course. Full members commit to attending a two hour lab every week as well as work outside of lab meetings appropriate to the credit hours they are enrolled for and weekly design meetings.

- A. An exception may be made for students meeting the following requirements to participate in Engineers Without Borders Purdue without being enrolled in EPICS.
  - a. Must have been in EWB-EPICS for 3 semesters, not including new member design team
  - b. OR have held a leadership position
  - c. Must submit an application containing the following
    - i. Name
    - ii. Grade Level
    - iii. Role for each semester in EPICS so far

- iv. Reason for why they want to do EWB without EPICS
- d. Have leadership team, TAs, and advisors approve the person. Ultimately the leadership team has the final say with  $\frac{3}{4}$  majority vote.
- B. Their responsibilities include
  - a. Be consistently present for lab and meeting
    - i. If consistently missed, they can be asked to leave again by  $\frac{3}{4}$  leadership majority vote.
  - b. Contribute to meeting minutes
  - c. Have consistent communication with person of contact on the leadership team
- C. Disclaimers to this include
  - a. If you are in a leadership position, you MUST still be in EPICS. No exception.
  - b. If this person is on Academic Probation, they are automatically disqualified for this for that semester.

### **Section 5.5: Active Members**

Active members are defined as dues-paying members that are either EWB-EPICS registered members or first semester students who have attended two-thirds of the semester meetings before the vote, and have attended at least four meetings. Students on study abroad or co-op may retain active membership status and are able to run for officer positions and vote in elections if they had active membership status in the semester prior to the current term.

## **Article VI - Officers, Election, and Impeachment**

### **Section 6.1: Elections**

Officer appointment shall consist of a 1-semester obligation. All student leadership positions will be elected. Only active members may run for officer positions. New officers shall be inducted prior to the end of the semester. Students may only hold one leadership position at a time.

Seniors in their last semester are not able to run for officer positions. All members running for officer positions will be elected by majority from the entire active member body. Those not returning the next semester may not hold a leadership position.

### **Section 6.2: Leadership Structure**

The EWB Purdue leadership structure will consist of all design leads, grants head, media head, , communications officer and the executive officers. Executive officers will be comprised of the President, Vice President, Project Manager, and Treasurer. The roles of each officer are explicitly listed in the Bylaws.

The responsibilities of the President and Treasurer are as follows:

- 1. President
  - a. Head of the leadership design team

- b. Responsible for ensuring Vice President, Treasurer, and Project Manager positions are fulfilling their obligations
  - c. Must submit Constitution to SAO every semester and update as needed
  - d. Must review chapter budget and expense report at least once a semester
  - e. Schedules and runs advisor meetings
  - f. Responsible for ensuring the study abroad proposal is completed and submitted
  - g. Responsible for initiating travel documents through EWB
  - h. Keeps in contact with Indiana state representative
  - i. Runs elections
  - j. Responsible for running chapter meetings
  - k. Responsible for running officer meetings
2. Treasurer
- a. Part of leadership design team
  - b. Oversees business development team and responsible for making sure grants duties are completed
  - c. Keeps accounts through BOSO, EPICS, and EWB-USA and deposits, monitors, and reimburses all organization funds into appropriate accounts
  - d. Reports to the President and updates executive board on account balances, fundraising goals and activities, and grant application statuses
  - e. Responsible for reviewing the budget for the projects as well as monitoring the purchases and changes occurring throughout the year
  - f. Must collect member dues every semester
  - g. Responsible for making sure EWB USA program fee is paid annually
  - h. Must regularly update budget and expense/income ledger
  - i. Provide itemized budget to EPICS office for all projects (due week 4)
  - j. Responsible for creating a grant and fundraising timeline/gantt chart each semester
    - Schedule fundraisers when there will be fewer grants due-- spread work out more evenly across semester
  - k. Look for new grant opportunities for the team

### **Section 6.3: Officer Removal**

If an officer is not performing their assigned duties and causing the club and project to suffer, following the mediation procedure outlined in Bylaws section 1.2, he or she is subject to impeachment. The officer will be impeached and removed by a majority vote from the other officers. Once impeached, a replacement officer will be appointed by the remaining officers. A majority vote will be held among remaining officers for the appointment.

### **Section 6.4: Quorum**

A quorum of the chapter is defined as a majority of the active members.

## **Article VII - Meetings**

### **Section 7.1: Overview**

All members are expected to commit to two hours of lab per week. The first ~30 minutes, every design team reports relevant PIGS (Progress Issues Goals). Afterwards, all members split into

design teams to work until the end of two hours. Twice a semester, there will be speakers/educational activities during the Wednesday night labs. These will not count as EPICS Professional Development Hours, as they occur during lab. All design teams will meet with advisors and TAs during lab to review progress and discuss any issues or challenges.

### **Section 7.2: Exam Conflict Policy**

Students with exam conflicts on the night of lab are still expected to complete a “normal” week’s worth of work that week. If a student has an exam conflict, they must do the following:

Before an exam, students must

1. Let their teammates and design lead know about the exam conflict, at least one week prior.
2. Make a plan with their design team for what work they are completing that week. This should still be the same amount of work they would be responsible for if there was no exam conflict.
3. Email the advisors and TA at least one week prior to the exam to establish that the student will miss the lab and has completed the above tasks.

The night of an exam, students are excused for the duration of their exam plus half an hour before. Students are not expected to return to the lab after their exam. For example, if the lab begins at 6:00 PM and a student has an exam at 6:30, they are excused for all of lab. If a student has an exam at 8:00, they are excused at 7:30 PM.

### **Section 7.2: Leadership Team Resources**

The leadership team members may request support from the other design teams on a weekly basis; a number of students needed is required. This request must be submitted to the Project Manager and Design Leads by the Friday before the required lab. The Design Leads must then appoint team members to aid the leadership team member during lab and outside of lab time for that week.

## **Article VIII - EPICS Grading**

### **Section 8.1: Documentation**

All graded or otherwise important team documents will be uploaded to the semester documentation on the EPICS server system at minimum before every design review. Design team work throughout the semester and individual notebooks will be kept outside EPICS servers (ex: on team Google Drive) following the set template format.

## **Article IX - Advisors**

### **Section 9.1: Overview**

In compliance with Purdue Student Activities and Organization (SAO) EWB Purdue will have one or more advisors at all times. The advisor(s) shall serve as an advisory role only and may not have voting rights, including voting to approve expenditures or programs. Advisor(s) provide advice and support, and enhance student life outside the classroom. Advisors must include an EPICS advisor/instructor, a student organization advisor, a travel mentor, and a Responsible Engineer in Charge. EPICS advisors will adhere to EPICS guidelines for advising EPICS teams.

### **Section 9.2: Advisor Appointment**

The appointment of a new advisor will be approved through a two-thirds chapter vote. Chapter will receive information on credentials of advisors at least 3 days before voting to approve. The advisor will be picked based on the relevant experience they possess with regards to EWB/EPICS.

### **Section 9.3: Advisor Removal**

If an advisor is not fulfilling their responsibilities, EWB Purdue may remove them from their position as an advisor. The removal of an advisor will be done through a two-thirds majority, confidential vote of officers. One week before the vote takes place there will be an officer meeting with a discussion of why the advisor should be removed. This is to be used as a measure of last resort, following reasonable efforts to improve the relationship.

### **Section 9.4: Advisor Requirements**

Advisors will serve to provide advice to students. They will be available for students to meet with during an agreed upon time during the week for a minimum of one hour. Advisors must attend the mid-semester and end of semester design review.

### **Section 9.5: REIC**

There will always be at least one Responsible Engineer In Charge (REIC) for each project. The REIC will be approved by a majority vote of active members. The REIC agrees to provide engineering advice and adhere to EWB USA REIC requirements.

## **Article X - Travel Team Selection**

### **Section 10.1: Travel Team Application**

For all trips, travel members will undergo a Travel Application Process regarding their travel.

The size of the travel team will be selected both on trip need and funds available by the current officers through majority vote. To apply, travel applicants will complete and submit a travel application. A travel team interview panel, consisting of at least one non-traveling officer and the travel mentor, will interview each travel team applicant for a maximum of 30 minutes. This panel will discuss and select the travel team, along with writing a list of alternate travel members. If a travel team member cannot attend the trip, the first alternate will fill in this spot. This will be repeated for any additional members who cannot travel.

### **Section 10.2: Travel Team Requirements**

Any active EWB member may apply for travel. Travel team applicants must commit to a minimum of one semester of EWB involvement following their travel. Co-op students must register for the semester they are next on campus. This means that any students applying must not be graduating the semester prior or during travel.

## **Article XI - International Travel**

### **Section 11.1: Overview**

All trips will be credit bearing study abroad following the following protocol. The respective project design team(s) will submit the standard study abroad proposal by July 15th for January-April Travel, November 1st for May-August Travel and March 1st for September-December Travel. The president will be responsible for ensuring the study abroad

proposal is completed and submitted. The trip planning will be the responsibility of the travel team members and the travel mentor. The president will aid with planning travel before travel team members are appointed.

## **Article XII - Amendments**

### **Section 12.1: Overview**

The constitution is binding to all members of EWB Purdue, but the constitution is not binding unto itself. Amendments to the constitution must be proposed in writing and submitted by at least three Active Members. The proposed amendments will be made available for review by all members for three days before the vote and must be presented to the chapter. Proposed amendments will become effective following approval of a two-thirds majority vote. All active members may participate in this vote. All amendments to the constitution and bylaws are subject to the approval of the Student Activities and Organizations (SAO) Office. Amendments MAY NOT take effect until they have been approved.

## **Article XIII - Dissolution**

### **Section 13.1: Overview**

Upon the dissolution of EWB Purdue for any reason, all work and property controlled by the organization will be donated to the Purdue EPICS department. Funds remaining in the BOSO account will be donated to the EPICS department. EWB USA accounts will be handled by the EWB USA organization as they see fit.

## **Article XIV - Non-discrimination Clause**

### **Section 14.1: Overview**

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

## **Signatures and Date of Adoption**

January 22, 2021

Date of Constitution Adoption

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President of Engineers Without Borders Purdue University Chapter

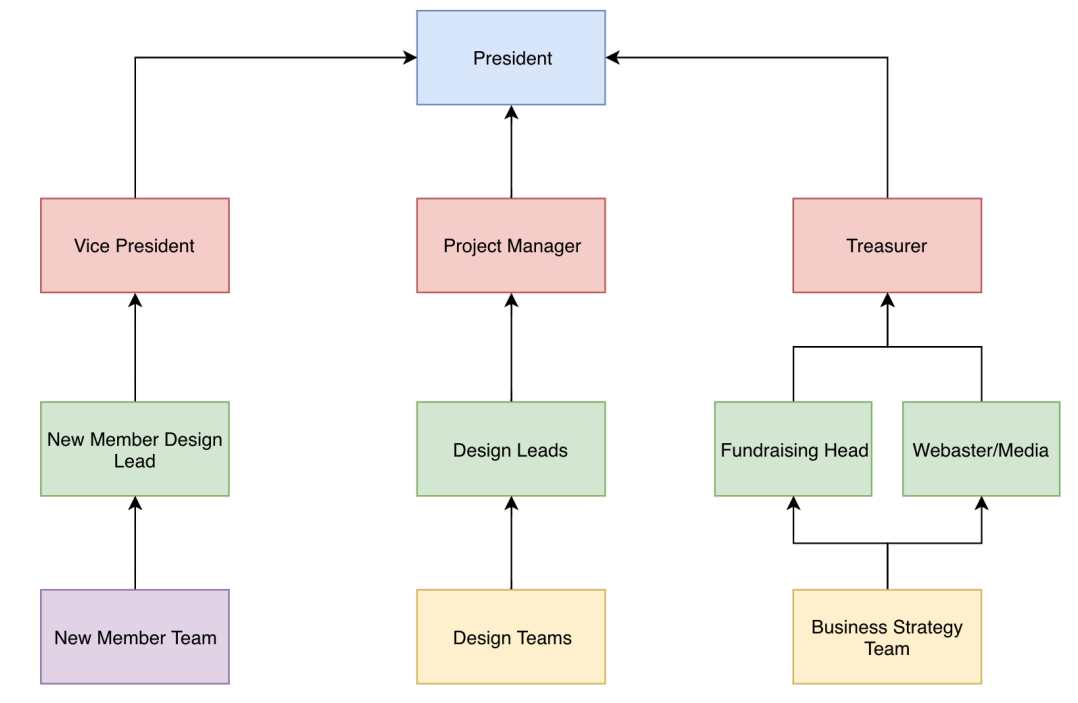
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Advisor of Engineers Without Borders Purdue University Chapter

## Bylaws:

### Section 1.1 - Officer Structure

EWB Purdue officers will consist of President, Vice President, Project Manager, Treasurer, Communications Officer, Media Head, Fundraising Head, and Design Leads. The executive officers will include the President, Vice President, Project Manager, and Treasurer. Each officer may only hold one officer position. Outgoing officers must schedule transition meetings with incoming officers within two weeks of elections. Officers are responsible for their duties even when school is not in session. (Spring-elected officers are responsible for duties during Summer; Fall-elected officers are responsible for duties during Winter.)



### Section 1.2 - Officer Responsibilities

If an officer does not fulfill their roles they will meet with the officer they report to. This meeting will consist of discussing issues the officer is having and ways to improve these problems. If the officer continues not to fulfill their responsibilities they will be subject to impeachment. EWB Purdue's impeachment process is outlined in Section 6.3 of the Constitution.

Outlined below are the major responsibilities of each officer.

1. President
  1. Head of the leadership design team
  2. Responsible for ensuring Vice President, Treasurer, and Project Manager positions are fulfilling their obligations



3. Must submit Constitution to SAO every semester and update Constitution as needed
4. Must review chapter budget and expense report at least once a semester
5. Schedules and runs advisor meetings
6. Responsible for making sure transition meetings between the officers leaving and the new ones entering their position occur
7. Responsible for ensuring the study abroad proposal is completed and submitted
8. Responsible for initiating travel documents through EWB
9. Keeps in contact with Indiana state representative
10. Runs elections
11. Responsible for planning and running chapter meetings
12. Responsible for planning and running officer meetings

2.

1. Vice President

- a. Part of the leadership design team
- b. Responsible for sending weekly schedule emails to chapter members
- c. Responsible for updating EWB calendar
- d. Responsible for scheduling educational speakers twice a semester
- e. Oversees and guides New Member Design team
  - As the new member program is heavily educational, this would fall under VP. VP would help with “curriculum” for weekly meetings, aid in finding a new project, and provide structural support for the new member team
- g. Responsible for sending out advisor updates
- a. Responsible for organizing educational poster presentations (ex: i2D)
- b. Responsible for weekly advisor updates and PIGS

1. Treasurer

- a. Part of leadership design team
- b. Oversees the Fundraising Head and Communications Officer, Media Head; Treasurer is responsible for making sure work is delegated and individual duties are completed
- c. Responsible for making sure all Webmaster/Media duties are accomplished
- d. Keeps accounts through BOSQ, EPICS, and EWB-USA and deposits, monitors, and reimburses all organization funds into appropriate accounts
- e. Responsible for keeping track of list of donors and donations
- f. Responsible for upkeep of the Classy donation page including new campaigns and events
- g. Reports to the President and updates executive board on account balances, fundraising goals and activities, and grant application statuses
- h. Responsible for creating and reviewing the budget for all project teams, grants, and events as well as monitoring the purchases and changes occurring throughout the year
- i. Must collect and keep record of member dues every semester
- j. Responsible for making sure EWB USA program fee is paid annually
- k. Must regularly update budget and expense/income ledger

1. Provide itemized budget to EPICS office for all projects (due week 4)

1. Webmaster / Media Head

1. Co-design lead for business strategy team
  2. Reports to the treasurer
  3. Takes position of webmaster for EPICS required position
  4. Responsible for updating websites for EPICS and EWB
  5. Oversees all social media pages
  6. Responsible for marketing events on social media platforms
  7. Will make sure that flyers for events are made and distributed
  8. Works with fundraising head to ensure that the responsibilities of the business strategy team are met
- This will occur when website is fully updated for the semester-- expected week 4

1. Fundraising Head

1. Co-design lead for business strategy team
2. Reports to treasurer
3. Oversees strategic business strategy team with media head
4. In charge of EWB socials and events
5. In charge of all fundraising, including grants and crowdfunding
6. In charge of callouts and outreach events such as campus involvement fairs
7. Responsible for all apparel sales
8. Look for new grant opportunities
9. Responsible for creating a grant and fundraising timeline/gantt chart each semester

1. Project Manager

1. Part of the leadership design team
2. Oversees and mentors design leads to make sure work is being accomplished
3. In charge of the overall project and ensuring that it adheres to project timeline
4. In charge of submitting documents to EWB-USA
5. Leads the EPICS portion of each meeting, including updates and follow-ups from the Design Leads and other members of the club
6. Responsible for having knowledge of EWB-USA policies and timeframes for project submissions
7. Responsible for the delivery of all project documents to EWB-USA
8. Responsible for facilitating Design Reviews

Design Leads

- a. Responsible for fulfilling project duties per EPICS guidelines

- b. Reports to Project Manager for Project Design Leads
- c. Chapter Development Lead reports to Vice President
- d. New Member Design Lead:
  - 1. is responsible for keeping attendance of first-semester members
- i. Reports to VP, while taking advantage of project manager as a project resource and still responsible to PM for EPICS deliverables, etc.
  - VP aids in formation of weekly curriculum, finding new project, etc

### **Section 1.3 - Membership Dues**

Membership dues will be collected by week 8 of every semester. Exceptions will be made if a student decides to join the club after week 8. The treasurer will maintain a log of due paying members. Students have the option of paying \$25 for the entire academic year, or \$15 for a semester. Dues will be accepted electronically (through an online portal), by cash or by check. Checks should be made out to “Engineers Without Borders Purdue University Chapter”. Payment of membership dues is a requirement for being a member of the organization. Membership dues help EWB Purdue pay some of the costs associated with being a student chapter under EWB-USA. Such items could include fundraising/event/outreach costs and professional development opportunities.

### **Section 1.4 - Decision-Making of Executive Officers**

For all elections, constitution updates, and advisor changes, chapter approval must be acquired after executive officer approval, which consists of a majority approval vote of executive officers. Executive officers can make decisions regarding chapter affairs and proposals from chapter members and/or officer members not on the executive team.

### **Section 1.5 - Election Procedure**

Elections shall take place in week 14 of the semester. The nomination and election process are the responsibility of the President. Interested parties will nominate themselves or another member by the agreed upon election date. Nominees will be notified of their nomination and must submit a paragraph to the President to acknowledge their nomination by the date of the election. All active members will have the opportunity to read these paragraphs and vote on the candidates. The candidate with majority vote wins the election. If majority is split the executive team will break the tie.

### **Section 1.6 - Paths to EPICS Membership**

There are several established paths to full/EPICS membership on the team:

- I. First semester members may participate in a local miniature design project through the New Member Design Team.

III. Students with relevant experience equivalent to the New Member Design Team, as approved by the Leadership team and advisors, may spend their first semester participating in design team meetings but not enrolled in EWB-EPICS. These students must provide a statement to the Leadership team on why they believe they should follow this path instead of joining the New Member Design Team. These students must meet the established new member attendance requirements. Additionally, students wishing to follow this path must receive a positive endorsement at the end of the semester from the design lead they have been working with.