**CONSTITUTION AND BYLAWS
OF THE
DREXEL UNIVERSITY STUDENT CHAPTER
OF
ENGINEERS WITHOUT BORDERS-USA**

**CONSTITUTION OF THE
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OF
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**Article** **I.**    **Name**

1.0 The name of this association shall be Engineers Without Borders USA – Drexel University Student Chapter (EWB-USA Drexel), hereafter referred to as the Chapter.

**Article II. Affiliation**

2.0    EWB-USA Drexel will be affiliated with Engineers Without Borders USA (EWB-USA) and their associated chapters founded at various post-secondary institutions throughout the United States.

2.1    The Chapter is affiliated with Drexel University as a recognized student organization and as such, agrees to abide by the rules, policies, and procedures of Drexel University.

**Article III. Mission Statement**

3.0    The Chapter is committed to designing and/or implementing practical and technical solutions to improve the quality of life in developing communities.  EWB-USA Drexel establishes long term relationships with local organizations and communities through a culturally-sensitive technological exchange.

**Article IV. Objectives**

4.0    EWB- USA Drexel will bring together those with interest in the development and implementation of appropriate technologies in partnership with developing communities.  In the interest of implementing the mission statement, the objectives of EWB- USA Drexel are to:

4.0.1         Apply technical skills and problem-solving methodologies in the context of service projects.

4.0.2         Provide opportunities for Drexel students to create sustainable and scalable projects for communities in need.

4.0.3         Raise awareness of technical challenges prevalent in regions of limited infrastructure or resources

4.0.4         Promote knowledge of other cultures and languages as important skills for students, especially engineering and science students.

4.0.5         Foster connections between students, professors, and professionals in order to establish a useful knowledge exchange.

4.0.6         Participate in implementing the United Nations Millennium Goals.

**Article V. Membership and Voting**

5.0    Membership in EWB-Drexel is open to all full and part- time, undergraduate and graduate students regardless of race, religion, national origin, gender, sexual orientation, or ability.

5.0.1        There is a $15 national membership fee associated with being a student member of EWB-Drexel.  $10 is associated with national membership; $5 is associated with EWB-Drexel operational costs.

5.1      All members of the Executive Committee and auxiliary committees will have voting rights within this university chapter.

5.1.1        Any general vote may concern the constitution, budget, EWB-Drexel general directions, projects, elections, and anything the Executive officers deem necessary.

5.2      In the event of a tie, the Executive Committee will forth a vote.

**Article VI. Executive Officers**

6.0      Executive Committee members shall consist of the President, Vice President, Treasurer, Secretary, and Design Team Leader

6.1      To be eligible for an Executive position, one must be a full-time, undergraduate student of Drexel University with good academic standing with the University and be available for the full term of service.

6.2      A term of office for an Executive will consist of a 15-month term beginning in June and ending in September of the following year.  This term provides a three month transitional period of the orientation of new officers before the academic year.

6.3      Duties and responsibilities of the Executive Committee:

6.3.1        Designate chairs and committee members as needed.

6.3.2        Direct activities and events of EWB-Drexel and its events as defined in Article III and IV;

6.3.3        Approve any expenditure incurred in the current term;

6.3.4        Perform duties that enable EWB-Drexel to achieve the goals of the mission statement.

6.4      President

The President will represent EWB-Drexel to members of EWB-Drexel, members of EWB-USA, and those external to EWB-USA.  Duties include:

6.4.1        Will act as the chair of the Executive Committee and ensure the execution of its duties.

6.4.2        Will be the representative for EWB-Drexel to EWB-USA, EWB-Drexel to EWB-MAP, Drexel University, and the outside world.

6.4.3        Assume the duties of any vacant officer position until filled with the exception of Treasurer.

6.4.4        Act as chair for all general meetings and officer meetings, including setting agendas to be distributed before all meetings.

6.4.5        Act as the liaison with the advisor.

6.4.6        Appoint non-elected officers as necessary.

6.5      Vice President

6.5.1        Will help facilitate duties with the President and ensure the execution of the duties of the Executive Committee.

6.5.2        Will be a member of the Executive Committee.

6.5.3        Substitute for the President on occasions when the President cannot be there.

6.5.4        Preparation of chapter reports for the national EWB-USA and submission to the President for review.

6.6      Treasurer

6.6.1        Track income and expenditures for EWB-Drexel.

6.6.2        Act as one of the four signing authorities for EWB-Drexel.

6.6.3        Collect receipts for petty cash expenditures and issuing reimbursement.

6.6.4        Ensure that financial regulations of Drexel University’s student organizations are followed.

6.6.5        Prepare financial statements at the end of each 11 week term.

6.6.6        Perform duties that enable EWB-Drexel to achieve the goals of the mission statement.

6.7      Secretary

6.7.1        Keep meeting minutes of general meetings and officers meetings.

6.7.2        Write and distribute fundraising letters through EWB-Drexel.

6.7.3        Work closely with University Relations to pinpoint fundraising opportunities in private industry as well as through Drexel University.

6.8      Design Team Manager

6.8.1        Conduct research with designated design team committee for each project.

6.8.2        Work closely with partner EWB chapters, EWB Professionals, and Drexel University faculty

6.8.3        Will be the primary point person for design related questions for each project.

**Article VII. Meetings**

7.0    General informational meetings will take place once during each semester beginning September and January for the basis of recruitment of new members.

7.1    General meetings will take place once a month during the academic year.

7.2    The Executive members shall meet at least once a week or at the discretion of the President

**Article VIII. The Budget**

8.0    The Treasurer shall prepare a budget for approval by the Executive Committee such that:

8.0.1        A first draft of the budget must be approved within the first week of the Spring Quarter and in the second week of the Fall Quarter.

8.0.2        All modifications must be made by the third week of the semester at which time the budget will be voted on by the membership.

8.1      The budget must be sent to EWB-USA by the end of the first month of the term.

8.2      A final financial statement shall be presented to the Executive Committee at the last Committee meeting of each term.

**Article IX. Elections**

9.0    Elections shall occur at the first joint meeting in April of each year.

9.0.1        All Executive Officer positions will be open only to existing Executive Committee members and undergraduate committee members.

9.0.2        Applications for committee members will be available to EWB-Drexel members during the 2nd week of April.  They will be due to the Executive Committee the 3rd week of April.

9.0.3        All exisiting members who wish to remain on their respective committees must reapply.

9.0.4        Executive Committee elections will occur during the first week of April.

9.0.5        Nominations will be made no later than two days before the elections (self-nomination is permitted) and the President will notify all accepted nominees one day before the elections.

9.0.6        Nominees are required to submit their qualifications to the President stating their intent and qualifications for running.  In addition, a speech is to be presented to the members at the last meeting.  Nominees are required to write one (1) letter or deliver one (1) speech for each position for which he/she is running.

9.0.7        A nominee may run for more than one position but may accept only one position.

9.0.8        Any issues concerning order and administration of elections shall be decided by the President.

**Article X. Amendments**

10.0     Any Executive Committee member or auxiliary committee member of EWB-Drexel can submit a proposal for an amendment to the EWB-Drexel Constitution at any general meeting or can approach the Executive Committee at an officer’s meeting.

10.0.1    The amendment shall be read at two consecutive meetings with a vote held upon the second reading.

10.0.2    After the first meeting of the amendment will be posted on the webpage and distributed to all members via email or other forms of communication.

10.1      An amendment will only be adopted when with a two thirds general assembly majority vote.

**Article XI. Ratification**

11.0     Ratification of this Constitution will take place by a majority vote of the membership.  This Constitution shall take effect immediately and supersede any and all previous Constitutions.

**Article XII. Advisors**

12.0     The primary advisor must be a full time member of the faculty, administration, or professional staff of Drexel University.

12.1     The adviser shall be willing to help students out in any way that they can or refer them to someone who can.

12.2     Additional advisers may be chosen at the discretion of the membership.

12.3     The adviser shall have basic knowledge as to the history, structure, and purpose of the organization.

12.4     The adviser shall be aware of the group’s finances and budget, as your approval may be needed for financial transactions.

12.5     The adviser shall provide useful guidance to help the student organization identify and attain its goals.

12.5     The adviser shall be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization.

12.5     The adviser shall maintain ongoing contact with club officers.

**Article XIII. Dissolution**

13.1    Any Executive Committee member or auxiliary committee member of EWB-Drexel can submit a proposal for voluntary dissolution of the organization at any general meeting.

13.1.1    A voluntary dissolution will only be passed with a two thirds general assembly majority vote.

13.2    Dissolution can occur if ordered by Drexel University’s Office of Campus Activities.

**Article XIII. Hazing Statement**

13.1    Membership should be a valuable and beneficial experience for all students. Leadership of this

organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

**Recent Revision Dates: August 20, 2014**

**BYLAWS OF THE
DREXEL UNIVERSITY STUDENT CHAPTER
of
ENGINEERS WITHOUT BORDERS-USA**

**Article** **I.**         **Election of Executive Committee Members**

Section 1.01    Voting Members of the Chapter shall nominate one or more qualified Members of the Chapter for the offices of President, Vice-President, Secretary, Treasurer, Fundraising Chair, Membership Coordinator, Communications Officer, Project Coordinator, and Programs Coordinator. A Voting Member must second all nominations.

Section 1.02    Nominations shall be submitted to the Secretary of the Chapter before the July Executive Committee meeting. The nomination process will occur before the August meeting of the Chapter.

Section 1.03    Following the nomination process, the Secretary shall prepare and distribute the ballots via paper or electronic means to voting members of the Chapter. The candidate receiving the highest number of votes for each office shall be declared elected. Officers shall assume office on the first day in September.

Section 1.04    No member may serve more than six consecutive years as a member of the Executive Committee. No member of the Executive Committee may serve more than two consecutive terms in the same office. A member who has reached six years in the Executive Committee may run again after two years away.

**Article II.        Meetings**

Section 2.01    The meeting schedule for the year shall be determined at the beginning of the chapter year.

Section 2.02    The Secretary shall publish notice of regular meetings to the membership at least ten days before the meetings are held. The meetings shall be announced via electronic mail or via telephone.

**Article III.      Dues\***

Section 3.01    For national membership, dues will be paid to and as required by EWB-USA.

Section 3.02    The Chapter can assign additional annual local dues as seen fit by the Executive Committee.

Section 3.03    Changes in local dues must be ratified by a majority vote of the Voting Members of the Chapter.

Section 3.04    Local dues are not to exceed EWB-USA annual dues.

Section 3.05    Members who have paid local dues and not National dues are not voting members of the Chapter, and may not participate in trips related to EWB projects.

**Article IV.      Management**

Section 4.01    The Executive Committee may take actions on behalf of the Chapter provided that:

                        (a)        It does not involve an expenditure of over $500.  Expenditures between $500-$1000 can be approved by electronic ballot and must be approved by a majority of the voting members of the chapter returning ballots one week after approval is requested.  Expenditures over $1000 will ratified at the next meeting and must be approved by a majority of the voting members of the chapter.

                        (b)        Expenditures by the Executive Committee require unanimous approval of the Executive Committee if they exceed $75.  Expenditures under $75 can be approved by a majority of the Executive committee.

**Article V.        Savings Clause**

Section 5.01    Should any section of these By Laws be found to be illegal, the remaining sections shall remain intact and in force.

**Article VI.        Amendment**

Section 6.01    These bylaws may be amended by a 2/3 majority vote of the general assembly of the Chapter.

**Article VI.        Selection of Advisor**

Section 7.01    The selection of the advisor will be carried out by the executive committee. All potential advisors must meet any requirements set forth by both Drexel University and EWB-USA.

\*This article should be up for review pending changes in the dues structure of EWB-USA.