

Engineers Without Borders USA - *Columbia University Chapter Constitution*

Founded: *October 2003*

Article I – Name

- 1.0 The name of this organization shall be Columbia University Engineers Without Borders, abbreviated EWB-Columbia and CU-EWB.

Article II– Affiliation

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

Article III– Mission Statement

- 3.0 Columbia University Engineers Without Borders is committed to designing and/or implementing practical and technical solutions to improve the quality of life in developing communities. EWB-Columbia establishes long-term relationships with local organizations and communities through a culturally-sensitive technological exchange.

Article IV– Objectives

- 4.0 EWB-Columbia 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-Columbia are to:
 - 4.0.1 Apply technical skills and problem-solving methodologies in the context of service projects.
 - 4.0.2 Provide opportunities for Columbia 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

- 5.1 There is a \$15 national membership fee associated with being a student member of CU-EWB. \$10 associated with national membership; \$5 associated with EWB-Columbia operational costs.
- 5.2 All members of the executive board and auxiliary committees will have voting rights within this university chapter.
- 5.3 Any general vote may concern the constitution, budget, CU-EWB general directions, projects, elections and anything the executive officers deem necessary.
- 5.4 All general votes will be announced a minimum of one week in advance excluding elections discussed in Article IX.
- 5.5 In the event of a tie the executive board will put forth a vote.

Article VI – Executive Officers

- 6.1 Executive Board members shall consist of the President and Vice Presidents.
- 6.2 To be eligible for an executive position, one must be an undergraduate or graduate student of Columbia University with junior/senior status with good academic standing with the University and be available for the full term of service.
- 6.3 A term of office for an executive will consist of a 15-month term beginning in May and ending in August of the following year. This term provides a 3-month transitional period for the orientation of new officers before the academic year.
- 6.4 Duties and responsibilities of the executive board:
 - 6.4.1 Designate chairs and committee members as needed.
 - 6.4.2 Direct activities and events of CU-EWB and its events as defined in Article III and IV;
 - 6.4.3 Approve any expenditure incurred in the current term;
 - 6.4.4 Perform duties that enable CU-EWB to achieve the goals of the mission statement.
- 6.5 **President**

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

 - 6.5.1 Assume the duties of any vacant executive position until filled, with the exception of the Vice President of Operations; a person other than the President must always hold the position.
 - 6.5.2 Act as a chair for all general and executive meetings.
 - 6.5.3 Oversee all projects and respective committees implemented by CU-EWB.
 - 6.5.4 Act as one of the four signing authorities for CU-EWB.
 - 6.5.5 Oversee all executive board and committee activities.
 - 6.5.6 Oversees that each executive board member and committee members are performing their duties and has the power to remove someone from office.
 - 6.5.7 Perform duties that enable CU-EWB to achieve the goals of the mission statement.
- 6.6 **Vice President of Operations**

The Vice President of Operations will be responsible for the handling of all operational activities of CU-EWB, and act as liaison between CU-EWB and all University-affiliated organizations. Duties include:

 - 6.6.1 Act as one of the four signing authorities for CU-EWB.
 - 6.6.2 Organize and coordinate the issuance of memberships and maintain the membership database and email list.
 - 6.6.3 Establish and maintain legacy documents to use in the organization's transition.
 - 6.6.4 Book space for events.
 - 6.6.5 Maintain and document postal correspondence.
 - 6.6.6 Responsible for all general issuance of announcements.
 - 6.6.7 Record, distribute and archive the minutes of all executive board and organizational committee meetings.
 - 6.6.8 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

6.7 **Vice President of Fundraising**

The Vice President of Fundraising will be responsible for the solicitation of funds to support the mission of CU-EWB. Duties include:

- 6.7.1 Prepare a proposed budget for approval, in co-operation with Treasurer (see Article IX).
- 6.7.2 Create proposals for funding opportunities.
- 6.7.3 Organize any fundraising events needed when necessary.
- 6.7.4 Create and maintain database of funding sources
- 6.7.5 Obtain fundraising knowledge through relevant workshops and literature.
- 6.7.6 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

6.8 **Vice President of Communications**

The Vice President of Communications will be responsible for all handling of external publications and media and act as liaison between CU-EWB and all affiliations. Duties include:

- 6.8.1. Ensure that all proposals, reports, and presentations are consistent with the mission of CU-EWB.
- 6.8.2 Ensure proper publicity of all CU-EWB publications and digital media.
- 6.8.3 Maintains CU-EWB bulletin board.
- 6.8.4 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

6.9 **Vice President of Events**

The Vice Presidents of Events will be responsible for planning, publicizing, and executing all CU-EWB events and activities. Duties include:

- 6.9.1 Developing a cohesive annual theme that is consistent with the mission of CU-EWB.
- 6.9.2 Coordinate at least two general body meetings every semester.
- 6.9.3 Create and develop at least two campus-wide educational events per semester.
- 6.9.4 Create at least one project symposium each semester that presents current and completed projects of CU-EWB.
- 6.9.5 Coordinate two social events per semester.
- 6.9.6 Ensure CU-EWB participation in all relevant campus-wide events.
- 6.9.7 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

6.10 **Treasurer**

- 6.10.1 Track income and expenditures for CU-EWB.
- 6.10.2 Act as one of the four signing authorities for CU-EWB.
- 6.10.2 Collect receipts for petty cash expenditure and issuing reimbursement.
- 6.10.3 Coordinate the SDA accounts.
- 6.10.4 Ensure that financial regulations of Columbia University's student organizations are followed.
- 6.10.5 Prepare a proposed budget for approval, in co-operation with VP of Fundraising (see Article VII).
- 6.10.6 Prepare financial statements at the end of each four-month term.

6.10.7 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

6.11 Webmaster

6.11.1 Maintain website of CU-EWB, updating at least once a week.

6.11.2 Add new features to website as necessary.

6.11.3 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

Article VII – Advisory Council

7.0 The Advisory Council will be comprised of graduate students, faculty, and/or professionals. They will be selected by the executive board. Duties and responsibilities include:

7.0.1 Provide technical expertise for individual projects.

7.0.2 Aid executive board in whatever capacity they are capable of serving.

7.0.3 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

Article VIII – Organizational Committees

8.0 The Organizational Committees will be compromised of undergraduate and graduate students of Columbia University. They will be selected by applications said in Article XI. The number of students will be chosen by discretion of the executive board. There will be subcommittees each lead by each member of the executive board, with the exception of the President and Treasurer. Duties and responsibilities include:

8.0.1 Working in conjunction with the executive board member leading the specific committee to implement all responsibilities discussed in Article VI.

8.0.2 Perform duties that enable CU-EWB to achieve the goals of the mission statement.

Article IX – The Budget

9.0 The Treasurer shall prepare a budget for approval by the executive board such that:

9.0.1 A first draft of the budget must be approved within the first week of the Spring semester, and in the second week in the Fall semester.

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

9.1 The budget must be sent to ABC/SDA and EWB-USA by the end of the first month of the semester.

9.2 A final financial statement shall be presented to the executive board and graduate advisory council at the last board meeting of each semester.

9.3 The bank balance:

9.3.1 At the end of the semester the bank balance shall not be less than fifty dollars.

9.3.2 Approval from a majority of executive board must be sought for any expenditure.

Article X – Meetings

- 10.0 General informational meetings will take place once during each semester beginning September and January.
- 10.1 General meetings will take place once a month during the academic year.
- 10.2 The executive officers shall meet at least once a week or at the discretion of the President.
- 10.3 Committee members will meet on a bi-weekly basis with the executive board.
- 10.4 Committee-specific meetings will be coordinated at the discretion of the Vice Presidents.

Article XI – Elections

- 9.0 Elections shall occur at the first joint meeting in April of each year.
- 9.1 All executive officer positions will be open only to existing executive board members and undergraduate committee members.
- 9.2 Applications for committee members will be available to CU-EWB members during the 2nd week of April. They will be due to the executive board the 3rd week of April.
- 9.3 All existing committee members who wish to remain on their respective committees must reapply.
- 9.4 Executive board elections will occur during the first week of April.
- 9.5 Committee appointments will be made during the last week of April.
- 9.2 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.
- 9.3 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 and deliver one (1) speech for each position for which he/she is running.
- 9.4 A nominee may run for more than one position but may accept only one position.
- 9.5 Any issues concerning order and administration of elections shall be decided by the President.

Article X – Signing Officers

- 10.0 The Faculty Advisor, President, Vice President of Operations, and Treasurer of CU-EWB will have joint signing authority over CU-EWB.

- 10.1 Signing of any binding agreement or statement must be arrived at with consultation with all members of the executive board, graduate advisory council, and Faculty Advisor.
- 10.2 In the event of a conflict amongst the executive a decision will be reached by a vote of the full executive board and graduate advisory council.

Article XI – Amendments

- 11.1 Any executive board member, graduate advisory council member, and auxiliary committee member of CU-EWB can submit a proposal for an amendment to the CU-EWB Constitution at any general meeting.
- 11.2 The amendment shall be read at two consecutive meetings with a vote held upon the second reading.
 - 11.2.1 After the first meeting the amendment will be posted on the webpage and distributed to all members via email or other forms of communication.
- 11.3 An amendment will occur only when two thirds of the total steering committee in attendance approves.