

CONSTITUTION OF  
Engineers Without Borders  
At Case Western Reserve University  
Spring 2007

**Article I. Name and Purpose**

Section I Name

- a) The name of this organization will be Engineers Without Borders – Case (EWB-Case)

Section II Affiliation

- a) EWB-Case will be affiliated with the national organization Engineers Without Borders – USA (EWB-USA).

Section III Purpose

- a) EWB-Case is an organization that helps place students in developing nations and impoverished regions of the world. EWB gathers information on scholarship opportunities, university contacts with developing areas, and possible engineering projects in those areas. EWB assists members with application process, securing course credit for their work, and the design of the project itself. EWB-Case also stays in contact with EWB-USA, potentially sending engineers to work with their projects and sending representatives to the annual conference.

**Article II Membership**

Section I Eligibility

- a) Candidacy with membership will be open to all students of Case Western Reserve University, provided they are in good academic standing with the university. EWB-Case will not discriminate on the basis of color, course of study, creed, culture, disabilities, gender, marital status, national origin, political affiliations, race, religious beliefs, or sexual orientation.
- b) All officers and members who wish to participate in projects must be registered members of EWB-USA.

**Article III Officers and Duties**

Section I The President

- a) Will act as the chair of the Executive committee and ensure the execution of its duties.

- b) Will be the representative for EWB-Case to EWB-USA, Case Western Reserve University, and the outside world.
- c) Assume the duties of any vacant officer position until filled with the exception of Treasurer.
- d) Act as chair for all general and officer meetings, including setting agendas to be distributed before all meetings.
- e) Act as liaison with the advisor
- f) Appoint non-elected officers as necessary

Section II Vice-President

- a) Will oversee all local and international project leaders
- b) Will be a member of the Executive Committee
- c) Will assist the president as a representative for EWB-Case to EWB-USA, Case Western Reserve University, and the outside world.
- d) Substitute for the president on occasions when the president cannot attend.
- e) Will oversee preparation of chapter reports for the national EWB-USA.

Section III Treasurer

- a) Will oversee fundraising for EWB-Case
  - i) May form a fundraising committee at own discretion
- b) Will be a member of the Executive Committee
- c) Will be responsible for handling of all funds for EWB-Case.
- d) Prepare a proposed budget for approval by EWB-Case members.
- e) Prepare an annual report dealing with the finances of EWB-Case.
- f) Track all income and expenditures for EWB-Case.
- g) Collect receipts for "out of pocket" money spent for reimbursement.
- h) Ensure that financial regulations for Case Western Reserve University student organizations are followed.
- i) Ensure that all financial obligations for EWB-Case are met in a timely manner.

Section IV Secretary

- a) Will oversee publicity for EWB-Case i.e. press releases, flyers etc.
- b) Will be a member of the executive committee
- c) Will keep accurate minutes of all general and officer meetings and post them to EWB-Case.

- d) Will maintain communication and correspondence with EWB-USA
  - e) Will act as webmaster or appoint one if necessary
- Section V Appointed Offices
- a) Offices that are required for chapter operation shall be appointed by the president as necessary and approved by chapter officers.
- Section VI Selection of Officers
- a) Any member of EWB-Case is eligible to run for office.
  - b) Non-appointed officers will be selected by elections.
  - c) Elections will be held during the month of March.
  - d) Will be done in the order of the offices listed in this constitution.
  - e) Will be done by secret ballot, unless the office is unopposed, in which case the election for that office will be done by acclamation.

#### **Article IV Committees**

- Section I Executive Committee
- a) Will have monthly meetings.
  - b) Special meetings can be called at the discretion of the president.
  - c) Will ensure smooth operation of the chapter.
  - d) Will establish an operational plan for the chapter.
- Section II Special Committees
- a) Special committees may be formed at the discretion of the individual officers

#### **Article V Budget**

- a) A budget must be proposed by the Treasurer by the second week of the Fall semester, or in the case of the Spring semester, by the first week of the term.
- b) All modifications must be made by the third week of the term at which time the budget will be voted on by membership.
- c) The budget must be approved by EWB-USA by the end of the first month of the semester.

#### **Article VI Meetings**

- a) General Meetings will take place at least twice a semester, and including one meeting in the beginning of the fall semester, end of the fall semester, and middle of the spring semester.

#### **Article VII Amendments**

- a) Amendments may be added to this constitution by a  $\frac{3}{4}$  affirmative vote of the members in good standing at a meeting where quorum prevails.
- b) All proposed amendments to this constitution must be submitted in writing at a general meeting at least one week prior to the meeting at which the vote is to be taken.