

CONSTITUTION AND BYLAWS
Of the
Research Triangle Park Professionals Chapter
OF
ENGINEERS WITHOUT BORDERS-USA
Adopted April 3rd, 2012

CONSTITUTION

ARTICLE I - Name and Affiliation

Section 1. The name of this association shall be the Engineers without Borders Research Triangle Park Professionals Chapter (EWB-USA RTP) of Engineers without Borders-USA (EWB-USA), hereafter referred to as the Chapter.

ARTICLE II – Objective

Section 1. The objective of the Chapter is to partner with developing communities worldwide in order to improve their quality of life. This partnership involves the implementation of sustainable engineering projects, while involving and training internationally responsible engineers and engineering students.”

Section 2. The Chapter shall support the EWB-USA goals for professional chapters.

- A. “To have the Professional Members be a technical resource for students and provide training for a new kind of internationally responsible engineering student.
- B. Increase awareness of development issues among professionals and to offer those interested professionals an opportunity to help solve some of the technical challenges of the developing world.
- C. Help disadvantaged communities meet their basic needs through Professional Chapter projects.”

Section 3. In the pursuit of the objectives, the Chapter shall not operate in conflict with the Constitution, Bylaws, Rules of Policy and Procedure, etc. of EWB-USA, where applicable.

ARTICLE III – Membership

Section 1. Membership in the Chapter shall not be denied to any individual on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status.

Section 2. Voting members of this Chapter shall consist of professionals who subscribe to the Constitution and Bylaws of this Chapter and are current on their annual dues to EWB-USA.

ARTICLE IV - Executive Committee

Section 1. The Executive Committee shall manage the affairs of the Chapter in accordance with the laws under which the Chapter is organized and with the provisions of the Constitution. Thus, the Executive Committee has the principal responsibilities of developing policy, assessing all financial requirements, scheduling meetings, and directing the business of the Chapter.

Section 2. Meetings of the Executive Committee may occur in person, via telephone conference call, or via other electronic means as approved by the all members of Executive Committee. The voting of the Executive Committee may be conducted as a voice vote, or via a proxy as provided in the Bylaws.

Section 3. The Executive Committee, in which the governance of the Chapter shall be vested, shall consist of the following positions: President, Vice President, Treasurer, Secretary and Past President of the Chapter (ex-officio).

Section 4. Each Voting Member of the Chapter shall be eligible for election to the Executive Committee upon meeting the prescribed qualifications below.

- A. Voting members shall be eligible for election to the Executive Committee after 6 months of membership.

- B. Voting members shall be eligible for election to the Executive Committee only if they are a member of EWB-USA.

Section 5. The term of office of the members of the Executive Committee shall be one year. This term shall begin on the first day of January and shall continue for the period above mentioned, or until duly removed from office

Section 6. In the event of a vacancy in the office of President, the Vice-President shall succeed to that office. Vacancies in the remaining offices of the Executive Committee shall be filled by the Executive Committee. All vacancies filled shall be for the remaining term. A Vice-President, succeeding to the office of President, shall have the privilege of being a candidate for that office at the next election.

Section 7. Resignations should occur in writing and be given to the Secretary two weeks prior to the official resignation date. In the case of unacceptable meeting attendance or performance, the Executive Committee led by the President or Vice President shall vote on dismissal of the specific Executive Committee member. Acceptable voting shall reflect at least three fifths of all Executive Committee members. Dismissals shall be communicated two weeks prior to the voting procedures and shall not include the presence of the member being charged.

Section 8. The duties of the elected officers are as follows:

- A. President: The duties of the President shall be to conduct the operation and business of the Chapter with the Executive Committee and coordinate with the Region and EWB-USA. The President shall see that all orders and resolutions of the Chapter are carried into effect. He or she shall oversee and assist the Project Coordinator and Committee.
- B. Vice President: The duties of the Vice-President shall be to perform the duties assigned to him or her by the President, to provide assistance in the operation and business of the Chapter, and to prepare the Annual Report to EWB-USA. He or she shall oversee and assist the Communications Coordinator including website maintenance. The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President.
- C. Treasurer: The duties of the Treasurer shall be to receive record and account for income and to pay out, record and account for all approved expenses of the Chapter; he or she shall prepare the financial section of the Annual Report of the Chapter for use of the Vice-President. The Treasurer shall oversee and assist the Fundraising Coordinator and Committee.
- The Treasurer shall be responsible for project travel reimbursement documentation, with necessary details provided by the Project Coordinator.
- D. Secretary: The duties of the Secretary shall be the preparation of official minutes of all meetings of the Executive Committee; he or she shall be responsible for recording internal communication between the Chapter and membership as well as the Chapter, the Region and the National EWB-USA organizations. Additionally, the secretary shall assist in administrative management of all meetings of the Chapter and shall oversee and assist the Membership Coordinator and Committee.
- E. Past President: The Past President will act as a mentor to the current administration and impart lessons learned from their time as leader of the chapter.

ARTICLE V – Appointed Positions

Section 1. Each voting member of the Chapter shall be eligible for appointment to an available position.

Section 2. Appointed positions shall be assigned by the Executive Committee.

Section 3. Appointed positions may consist of the following positions: Project Coordinator, Project Lead, Communications Coordinator, Webmaster, Fundraising Coordinator, Membership Coordinator, Student Liaison(s) and Professional Association Liaison.

Section 4. The duties of the appointed positions are as follows:

- A. Project Lead: The duties of the Project Coordinator are to keep track of projects associated with the chapter and to relay needs and report on progress to the Executive committee and EWB-USA and in turn report information from the Executive committee and EWB-USA back to the project team(s).
- B. Project Coordinator shall assist in establishing a project team(s), schedules and goals, and be responsible for ensuring that all projects meet EWB-USA standards.
- C. Communications Coordinator: The duties of the Communications Coordinator are to publicize the mission and goals of the Chapter and EWB-USA, advertise upcoming Chapter events and activities on a monthly basis and oversee and assist the Webmaster in updating the Chapter website.
- D. Webmaster: The duties of the Webmaster are to develop and update the Chapter website, and he or she shall make sure the website is updated to reflect the mission of the Chapter, post meeting minutes and newsletters, update calendar, and list upcoming activities.
- E. Fundraising Coordinator: The duties of the Fundraising Coordinator shall be to lead a committee to organize fundraising events as required for the operation of the Chapter and for the implementation of specific projects. He or she shall lead the fundraising committee and create avenues for the acquisition of monetary funds for the Chapter and related projects. The Fundraising Coordinator will work with the Project Coordinator to establish a financial plan and goals for each Chapter project. (see Art VI.1.A)
- F. Membership Coordinator: The duties of the Membership Coordinator are to lead a committee answer questions from and distribute materials to prospective members, spearhead recruitment efforts, and to keep an up-to-date list of current members.
- G. Student Liaison(s): The duties of the Student Liaison are to facilitate interaction between this Chapter and other university chapters. The Student Liaison is responsible for attending student chapter meetings, mentoring and updating students on the Chapter projects and working with student chapters at local universities to stimulate interaction and collaboration between chapters. In addition, the Student Liaison shall assist students in connecting with professionals for project mentorship, project participation and other needs.
- H. Professional Association Liaison(s): The duties of the Professional Association Liaison are to facilitate interaction between this Chapter and other professional association chapters. The Professional Association Liaison is responsible for updating other professional associations on the Chapter projects and working with other professional associations in local areas to stimulate interaction and collaboration between chapters.

Section 5: Other appointed positions can be created by the Executive Committee as deemed necessary and filled by the Executive Committee.

ARTICLE VI – Committees

Section 1: The Executive Committee may create and fill committees as needed. There shall be one standing committee which is the fundraising committee

- A. Fundraising Committee: The duties of the fundraising committee are to contact individuals, businesses and organizations to solicit funds for the Chapter and to organize fundraising events. The fundraising committee will be chaired by the Fundraising Coordinator (see Art V.4.E)

ARTICLE VII – Projects

Section 1: All projects undertaken or assisted by the Chapter must be consistent with the mission of EWB-USA.

Section 2: The structure and schedule of projects will be determined by the Project Lead and approved by the Project Coordinator and Executive Committee.

Section 3: Projects requesting funding from the EWB-USA Chapter account must submit a written proposal with budget estimate to the Executive Committee. Submitted proposals will be discussed at the next meeting of the Executive Committee. Decisions on funding allocations should be supported by a majority vote of the voting members of the Chapter.

Section 4: Members of the Chapter are free to participate in the projects of other EWB chapters. Members are also free to participate in the projects of other organizations, although they cannot associate the EWB name with said project.

ARTICLE VIII – Amending the Constitution and Bylaws

Section 1: This Constitution and Bylaws may be amended only by the procedure listed below.

Section 2: Standard Procedure

- A. A proposed amendment shall have the signatures of two of the Executive Committee members and shall be promptly presented thereafter at the next meeting to the Executive Committee.
- B. Within ten days of presentation to the Executive Committee, the Secretary shall present the proposed amendment to the Voting Members of the Chapter by electronic ballot, as approved by the Executive Committee, setting a date within three weeks thereafter for the tabulating of the ballots.
- C. For approval, it shall receive an affirmative vote of not less than two-thirds of the Voting Members of the Chapter casting ballots. At least one-third of the Voting Members have to participate in the voting.
- D. If approved by the Chapter, the Secretary shall immediately amend the Constitution and/or Bylaws, and present the amended document(s) to the members of the Executive Committee for review and approval. The Secretary should read the amended Constitution and/or Bylaws into the record at the next regularly scheduled meeting of the Executive Committee.

ARTICLE IX - Miscellaneous Provisions

Section 1. No part of the net earnings of the Chapter shall be used to benefit any private individual and no substantial part of the activities of the Chapter shall be carrying on lobbying, or otherwise attempting to influence legislation, and the Chapter shall not participate in, or intervene in (including publishing or distributing of statements) any political campaign on behalf of any candidate for public office or in the promotion of any religious belief or social values in contradiction to the mission and objective of the Chapter and EWB-USA.

Section 2. Should dissolution of the Chapter occur, the assets remaining after the payment of the debts of the Chapter shall be conveyed to EWB-USA.

BYLAWS

ARTICLE I - Election of Executive Committee Members

Section 1. Voting Members of the Chapter shall nominate one or more qualified Members of the Chapter for the offices of President, Vice-President, Treasurer and Secretary.

Section 2. Nominations shall be submitted to the Secretary of the Chapter before the September general membership meeting. The nomination process will occur before the October general membership meeting of the Chapter.

Section 3. Following the nomination process, the Secretary shall prepare and distribute the ballots via electronic means to voting members of the Chapter in November. The candidate receiving the highest number of votes for each office shall be declared elected. Officers shall assume office on the first day in January.

Section 4. 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 one year away.

ARTICLE II - Meetings

Section 1. Meetings may occur in person, via telephone conference call, or via other electronic means as approved by the Executive Committee.

Section 2. The meeting schedule for the year should be determined at the beginning of the chapter year.

Section 3. 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.

ARTICLE III – Quorum

Section 1. A quorum exists for the Executive Committee if 3 of the 5 officers are present.

ARTICLE IV – Dues

Section 1. For national membership, dues will be paid to and as required by EWB-USA.

A. An Active Member EWB-USA is defined as one who is current in payment of national and chapter dues and is in good standing with national and the chapter

B. One must be an Active EWB-USA Member to receive reimbursement for any expenses associated with a project

Section 2. The Chapter can assign additional annual local dues as seen fit by the Executive Committee.

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

B. Local dues are not to exceed EWB-USA annual dues.

ARTICLE V - Management

Section 1. The Executive Committee may take actions on behalf of the Chapter for non-project related items provided that:

A. It does not involve an expenditure of over \$500. Expenditures between \$500 and \$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 be ratified at the next meeting and must be approved by a majority of the voting members of the chapter.

Section 2: 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 VI – Savings Clause

Section 1. Should any section of this Constitution found to be illegal, the remaining sections shall remain intact and in force