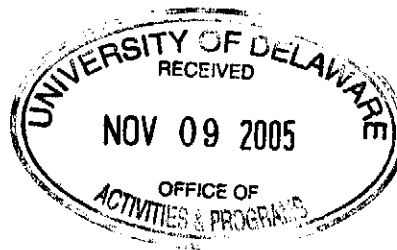


Engineers Without Borders:

Constitution

Submitted for Approval on:
November 9, 2005



PREAMBLE

We, the students at the University of Delaware, do hereby form the organization known as Engineers Without Borders for the purpose of partnering the university community with disadvantaged communities to improve their quality of life through implementation of environmentally and economically sustainable engineering projects, while developing internationally responsible (engineering) students.

ARTICLES

- I. The organization shall be known as Engineers Without Borders.
- II. The object of the organization is to allow students of the university to work on real-life engineering projects with engineering professors and practicing engineers. The projects will improve the quality of life in underdeveloped and disadvantaged communities both in the United States and around the world. The chapter will be presented with a project by the Nationals and will be a part of the project from conception to completion.
- III. This chapter is affiliated with the National Engineers Without Borders organization.
- IV. All full-time, matriculated undergraduate students at the University of Delaware are welcome to be members of Engineers Without Borders. All members must pay the required annual dues of fifteen dollars. Attendance is not required and there is no restriction on the size of the group. The level of participation is decided by each individual member.
- V. Non-Discrimination Clause: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six, full-time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. Duties and Privileges of Membership: All members must pay the required fifteen dollars for annual dues. Once this fee is paid, members are offered the opportunity to work on engineering projects and apply what they have learned, while further expanding the engineering experience.
- VII. Other Type of Non-Voting or Representing Membership- All members of the University community are welcome to be a part of this organization. This includes professors, graduate students, and alumni.
- VIII. Absence Policies: Members are not required, but rather encouraged to attend meetings and gatherings. There is no negative consequence for absences.
- IX. Policies and Procedures for Disciplining/Removing Members: If a member should violate the non-discrimination clause they will be required to remove themselves from the organization and will no longer be allowed to participate in activities associated with Engineers Without Borders. Also, if a former member fails to pay their annual dues they will no longer be recognized as a member of the organization.

X. Officers:

Section 1: President – This organization shall have a President with the duties of calling and running meetings and handling day to day affairs. The President shall be responsible for the registration of the Registered Student Organizations and all required paperwork for the continuation of the organization, including the End of Year Report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. This information is to be used to help the organization function, and the information will be disseminated accordingly. The President will help to appoint all standing and special committees. The President will also be the main source of communication between the University chapter and the National Organization. The President will be responsible for selecting and procuring projects for the chapter.

Section 2: Vice-President – The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities Program Office through the StudentLeaders@udel.edu email database.

Section 3: Treasurer – The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall ~~sign~~^{write} checks written by the organization for the purpose of the organization and maintain all group ledgers. The Treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks co-signed by the appropriate administrator.

Section 4: Secretary – The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The Secretary shall take attendance of those present at group meetings as necessary. The Secretary will also serve as the organization's Historian so that accurate records of the group's activities and who was involved can be passed on from year to year. The secretary is also responsible for maintaining the membership list and email database.

Section 5: Public Relations Chair – The public relations chair shall be responsible for promotion of the group and their events. This includes making posters, flyers, and brochures, as well as updating the webpage information, entering information to the University Events web page, and submitting press releases to the appropriate media.

Section 6: Web Master – The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization website and have it approved by the Executive Board.

Section 7: All Officers/Executive Board Members must be enrolled in the College of Engineering. *how long member?*

Section 8: Elections will take place annually in the latter half of the month of April of the first half of the month of May. The vote will be done by secret ballot. All members must be nominated, either by themselves or another member, and someone must second the nomination. The nominations will be made verbally at the meeting prior to elections. During the election

who wins? - majority vote, etc.

process, if there is a tie, a re-vote will be held. If this does not break the tie, the Executive Board alone, with the exception of the Web Master, will vote to break the tie.

Section 9: If an Officer neglects their duty or acts in a way that breaks the guidelines and rules set forth for the group, the organization can vote to remove the officer. A member must first file a written complaint to the President (or to the advisor, if the President is the officer being brought under investigation). The President/Advisor will then hold a meeting with any members having complaints. Then there will be a mediation meeting with the officer and/or members. If necessary, the advisor will hold a group meeting to vote on removing the officer from his/her position.

Section 10: Before resigning, an officer must send a letter of notification to the advisor, and meet with the advisor, two weeks before resignation can become official. To fill the vacant position, a chapter meeting will be held- nominations and election are to be conducted in one meeting.

Section 11: Elections shall be held at least two weeks but no more than five weeks prior to the end of the semester to allow time for an effective transition.

XI. General body meeting will be held monthly. Officer meetings will be held bi-monthly, with the advisor present for at least one meeting per month.

XII. Dues will be collected by the treasurer during the first month of each semester. Members are required to make one annual payment of fifteen dollars. Dues can be paid in the form of cash or personal check. If dues are not submitted, the person will not be recognized as a member and will not be permitted to participate in the organizations projects and events.

XIII. By-Laws: Not Applicable At This Time - *2/3 or majority vote to approve adding/changes*

XIV. Meetings shall be conducted as outlined in Roberts Rules of Order

XV. The only standing committee shall be the Fundraising Committee. The main purpose of this committee is to plan events and raise funds for the organization. They will function under the leadership of the Public Relations Officer. Other committees will be formed as deemed necessary by the advisor and/or Executive Officers. Each committee shall be overseen by at least one Executive Board member.

XVI. *POT:* Faculty members from the College of Engineering will be invited to be advisors. From those who accept, the Executive Board will vote on whom to accept. *Board can vote to change*

XVII. The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.


XVIII. In order to hold a meeting and legally conduct business, at least three executive board members and 6 general members must be present.

XIX. In order to ratify the Constitution, a two-thirds majority vote and approval by the Activities and Programs Office is required.

XX. In order to amend the Constitution, a two thirds vote of the entire membership and advance notice to all members of the proposed change is required.



President – Kristen Canatelli



Advisor – Steven Dentel

Program Coordinator for Leadership Development

