

Engineers Without Borders USA

New Jersey Institute of Technology Chapter Constitution

Founded: June 2007

Latest Revision: August 30, 2019

Preamble

Section 1:

The parties do not intend this Chapter's Constitution to be in any way binding. It serves only as a record of the party's intentions for the establishment and administration of EWB-NJIT and for general governance of the relationship.

Section 2:

EWB-NJIT shall not constitute a separate non-profit entity or corporation distinct from the parties. EWB-NJIT shall have no authority to contract and/or enter into agreements on its own behalf or in its own name.

Section 3:

EWB-NJIT will be affiliated with Engineers Without Borders USA ("EWB - USA"), their whose associated chapters were founded at various post-secondary institutions throughout the United States and the Northern New Jersey Professional EWB Chapter. However, neither party nor any of their respective employees or Members is authorized or empowered to act as an agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter, except as specifically allowed herein and limited to the narrowest construction thereof. Neither party shall be bound by the acts or conduct of the other.

Article I

The name of this organization and/or association within NJIT shall be Engineers Without Borders – NJIT Chapter, abbreviated EWB-NJIT

Article II

SECTION 1

The purpose and mission statement of EWB-NJIT is to design and/or implement practical and technical solutions to improve the quality of life in developing communities and establish long-term relationships with local organizations and communities through a culturally sensitive technological exchange.

SECTION 2

EWB-NJIT will bring together those with interest in the development and implementation of appropriate technologies in partnership with developing communities. In the interest of implementing Article II: Section 1, the objectives of NJIT – EWB are to:

- A. Apply technical skills and problem-solving methodologies in the context of service projects.
- B. Provide opportunities for NJIT students to create sustainable and scalable projects for communities in need.
- C. Raise awareness of technical challenges prevalent in regions of limited infrastructure or resources.
- D. Promote knowledge of other cultures and languages as important skills for students, especially engineering and science students.
- E. Foster connections between students, professors, and professionals in order to establish a useful knowledge exchange.

Article III

SECTION 1:

Voting membership is open to all full-time undergraduate students of NJIT who are active members of this organization. Associative organization is open to other members of the NJIT community.

SECTION 2:

In order to become a member with the national organization, there is an optional \$35 annual membership. NJIT will determine how this fee will be paid and accounted for and the method of reimbursement of the national fee portion to EWB.

SECTION 3:

A member will be considered inactive, and thus ineligible to vote or hold office if they miss three consecutive meetings. Active status may be regained by attendance at two consecutive meetings.

SECTION 4:

Attendance by a majority (50% of membership +1) of the active voting members shall constitute a quorum.

SECTION 5:

Meetings shall be held as follows:

- A. General Informational Meetings will take place once during each semester at the beginning of September and January.
- B. A General Informational Meeting should then be held on the first week of every consecutive month as needed to inform the general public about our progress and recruit more members.
- C. General Member Meetings will be held every week unless an informational meeting is scheduled.
- D. The executive officers shall meet at least once a week or at the discretion of the President.
- E. Project Meetings will be coordinated at the discretion of the individual Project Leads. Project Leads must meet on a bi-weekly basis with the executive board.

Article IV

SECTION 1:

The right to hold office is restricted to active voting members of this organization who are full-time NJIT undergraduate students with good academic standings - following NJIT academic standards.

SECTION 2:

A term of office for an executive will consist of a 15-month term beginning in August and ending in May of the following year. This term provides a 3-month transitional period for the orientation of new officers before the academic year.

Section 3:

The main executive officers of this organization shall consist of the President, Vice-President, Secretary, and Treasurer. More executive positions may be designated by the President in order to run separate aspects of the club, such as Projects and Fundraising.

SECTION 4:

- A. The President will represent EWB-NJIT to members of EWB-NJIT, members of EWB-USA, and those external to EWB-USA. Duties include: Assume the duties of any vacant executive position until filled,
 - a. Act as a chair for all general and executive meetings.
 - b. Oversee all projects and respective committees implemented by EWB-NJIT.
 - c. Oversee all executive board and committee meetings and activities.
 - d. Oversee that each executive board member and committee members are performing their duties and has the power to remove someone from office.
 - e. Perform duties that enable EWB-NJIT to achieve the goals of the mission statement.
 - f. Act as one of the four signing authorities for EWB-NJIT (excluding any authority to enter into any warranties, representations, contracts and/or agreements on behalf of NJIT and/or NJIT – EWB as a separate entity there from).
- B. The Vice President will be responsible for the handling of all operational activities of EWB-NJIT, and act as liaison between EWB-NJIT and all University-affiliated organizations. Duties include:
 - a. Organize and coordinate the issuance of memberships and maintain the membership database and email list.
 - b. Establish and maintain legacy documents to use in the organization's transition.
 - c. Maintain and document postal correspondence.
 - d. Responsible for all general issuance of announcements.
 - e. Perform duties that enable EWB-NJIT to achieve the goals of the mission statement.
 - f. Act as one of the four signing authorities for EWB-NJIT (excluding any authority to enter into any warranties, representations, contracts and/or agreements on behalf of NJIT and/or NJIT – EWB as a separate entity there from).
- C. The Treasurer will be responsible for all financial matters.
 - a. Track income and expenditures for NJIT accounts designated for EWB-NJIT.
 - b. Collect receipts for petty cash expenditure and issuing reimbursement in accordance with NJIT established policies and procedures for the same.
 - c. Coordinate NJIT accounts designated for EWB-NJIT.

- d. Ensure that all financial regulations of New Jersey Institute of Technology, including those applicable to student organizations, are followed.
 - e. Prepare a proposed budget for approval by NJIT.
 - f. Prepare a financial accounting for EWB-NJIT at the end of each four-month term.
 - g. Act as one of the four signing authorities for EWB-NJIT (excluding any authority to enter into any warranties, representations, contracts and/or agreements on behalf of NJIT and/or EWB-NJIT as a separate entity there from).
 - h. Perform duties that enable EWB-NJIT to achieve the goals of the mission statement.
- D. The Secretary will be responsible for:
- a. Recording, distributing and archiving meeting minutes as well as organize
 - b. Assist executive board with running NJIT- EWB general and executive board meetings.
 - c. Type summary of each meeting
- E. Public Relations Manager will be responsible for:
- a. Handling social media
 - b. Advertising events
 - c. Coordinating with professors for speeches regarding EWB advertisement
- F. Fundraising Managers Include
- a. Searching for potential grants & Contacting companies for potential sponsorships.
 - b. Creating ideas for potential events.
 - c. Coordinating events

Article VI

SECTION 1

Nominations for officers shall take place throughout the month of April. Applications for nominations into will be available to EWB-NJIT members during the 2nd week of April. They will be due to the executive board the 3rd week of April. Nominations will be made no later than ten days before the elections (self-nomination is permitted), and the outgoing President will notify all nominees accepted by the executive board one day before the elections. 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. A nominee may run for more than one position but may accept only one position. All existing committee members who wish to remain on their respective committees must reapply.

SECTION 2

Executive board elections will occur during the first week of April. Elections for appointed auxiliary positions shall take place during the last week of April. All elections are to be conducted by secret ballot. A majority is required for election. If no candidate receives a majority, the candidate with the least number of votes shall be eliminated and a subsequent ballot conducted until one candidate receives a majority. Any issues concerning order and administration of elections shall be decided by the President.

Article VI

A vacancy in any officer position shall be filled by a special election conducted in accordance with Article V.

Article VII

- A. An officer may be impeached by two thirds of the active voting members of the organizations.
- B. Any one of the following constitutes grounds for impeachment of an EWB-NJIT officer:
 - C. Having more than three unexcused absences from EWB-NJIT E-board meetings.
 - D. Failure to fulfill one's duties as an EWB-NJIT E-Board member.
 - E. Gross misconduct while carrying out EWB-NJIT related activities.
 - F. Acting in a manner that contradicts the spirit of the EWB-NJIT Constitution.

Article VIII

All business of this organization shall be conducted in accordance with NJIT and EWB-USA regulations except as otherwise stated in this constitution.

Article IX

This document may be amended by two-thirds vote of the active voting membership. Amendments shall take effect upon approval.