

PREAMBLE: This document is intended to be a resource for establishing the internal operating and governance structure of the chapter. It replaces the two separate constitution and bylaws documents created and ratified in 2011. All chapter operating procedures must be in agreement with the policies and procedures defined by Engineers Without Borders USA, as specified in the formal chapter agreement. In the case of any conflict between the chapter operating procedures and the policies and procedures established by and the bylaws governing Engineers Without Borders USA, the authority of the policies, procedures, and bylaws of Engineers Without Borders USA prevails.

**Constitution and Bylaws OF
ENGINEERS WITHOUT BORDERS USA MINNESOTA PROFESSIONAL CHAPTER
Ratified: January 30th, 2011 / Version 3.0 Ratified February 13th, 2024**

Article I: Name, Location

The name of the chapter shall be Engineers Without Borders Minnesota Professional Chapter abbreviated
EWB-MN

EWB-MN shall be referred to as the Chapter throughout this Constitution and Bylaws.

Article II: Objectives

Sections 1:

EWB- USA Mission

The objective of the Chapter shall be to:

- Aid in the establishment and support of project groups whose purpose is to implement and carry on sustainable development projects in the US and abroad
- Train and support members to become future project leaders and mentors
- Promote a culture that celebrates diversity and inclusion, creates positive shared experiences, encourages collaboration, and supports resource sharing
- Mentor local student chapters
- Facilitate professional development
- Involve and educate the local community about issues related to EWB-USA
- Promote and foster ideas and projects related to sustainable development in a manner consistent with the mission of EWB-USA

Engineers Without Borders USA builds a better world through engineering projects that empower communities to meet their basic human needs and equip leaders to solve the world's most pressing challenges.

Article III: Membership

Sections 1: Members must be affiliated with the EWB-MN Chapter via volunteer village, but are not required to reside in Minnesota or be in an engineering career field.

Sections 2: Members of the chapter must also be registered and current members of Engineers

Without Borders USA, consistent with the policies and procedures of Engineers Without Borders USA.

Section 3: Membership in the Chapter shall not be denied to any person based on the basis of career field, race, color, creed, national origin, political affiliation, religion, sex, sexual orientation, gender identity, age, marital status, disability, or veteran status.

Section 4: Membership dues shall be \$20 and will be collected annually in December. All dues paying members will be officially listed on the EWB-MN roster for that year. Provisions will be made for anyone who is not able to pay the membership dues, but wishes to become a member of the chapter. New members may join throughout the year and dues will not be prorated. Dues may be used for non-project related chapter functions at the discretion of the executive board.

Section 5: Membership is required to be on the executive committee, travel as part of an international project team, or vote in the election of the executive committee.

Article V: Executive Committee and Officers

Sections 1: The Executive Committee of the Chapter will be composed of the President, Vice-President of Student Relations, Vice President of Finance, Vice President of Engagement, Vice President of International Projects, Vice President of Local Projects, and the Vice President of Marketing. The Executive Committee will manage the affairs of the Chapter in accordance with the Constitution of the Chapter.

Sections 2: The Executive committee may appoint an active member to the following board positions as needed: [Example positions: Project Coordinator, Publicity Coordinator, Webmaster, Fundraising Coordinator, Membership Coordinator, University Chapter Liaison, ASCE Liaison, etc.]

Sections 3: All executive members must be registered, active, and dues-paying members of Engineers Without Borders USA and must be affiliated with this Chapter.

Section 4: The duties of the executive committee shall be as defined per the following role descriptions.

President

- Work with the executive committee to set chapter objectives and goals for the upcoming year.
- Manage chapter activities and facilitate board meetings.
- Maintain communication with EWB-USA HQ by reporting on chapter activities, changes, and progress.
- Disseminate information from EWB-USA to chapter members.
- Ensure EWB-USA is represented professionally in conduct, communication, and at events.
- Support VP of Engagement with management of external partners

Supporting positions: Each of the following officer positions will have a supporting team that they are endowed to create and oversee to help carry out their piece to EWB-MN's Mission. See appendix for

example.

VP of Student Relations

- Manage mentor relationships with Minnesota Student Chapters, as well as identifying potential mentorships.
- Liaison between student and professional chapter.
- Facilitate professional development for students from EWB-MN and transition after graduation.
- Regularly participating in student chapter meetings and events.
- In partnership with the VP of Engagement, lead the planning of a fall event focused on fostering collaboration and networking between professional and student chapter members

VP of Finance

- Oversee budget and facilitates board approved allocations of funds for chapter
- Prepare quarterly financial updates for the executive committee.
- Processing expense reports for the chapter.
- Mentors and supports project teams with their finances and grant submissions.
- In partnership with project teams and chapter leadership, facilitate an annual budgeting process with the goal of establishing a balanced annual budget. A draft annual budget for the upcoming calendar year shall be presented to the Executive Committee no later than October 31st and approved by the Executive Committee no later than December 31st.

VP of Engagement

- Manage relations of external partners (other engineering orgs, charities, Rotary, etc)
- Outreach to local organizations to bring awareness to EWB-MN's Mission or projects.
- Manage the new volunteer process
- Manage the annual membership census and official chapter member roster
 - Conduct annual membership census in the fall with a final roster presented to the executive committee in December each year
 - Dues shall be collected as part of the annual membership census
 - Verify that all registered members are registered in Volunteer Village and have set their Primary Chapter Affiliation to the Minnesota Professional Chapter
 - Work with EWB-USA to remove chapter affiliation of members that have not been with EWB MN Pros for more than 2 years
 - Update and maintain the chapter member roster throughout the year as new members join. Communicate changes to the VP of Marketing so that updates can be made to the member email list
- In partnership with chapter leadership and external partners, lead the planning of four annual events as outlined below.
 - Q1 (winter) - Event focused on welcoming new members
 - Event to be completed prior to the turnover of the position
 - Q2 (spring) - Event focused on promoting local member volunteering
 - Q3 (summer) - Event focused on member socializing and networking
 - Q4 (fall) - Event focused on professional and student chapter networking

VP International Projects

- Oversee and support all international projects in a neutral manner
- Liaison between officer leadership and project leadership.
- Mentors international project teams and project leads.
- Regularly participate in project team meetings and activities to maintain awareness of project activities.
- Supports the creation of Chapter policies and best practices intended to support international projects (e.g., safety, travel prioritization)
- Lead the creation of new project teams.
- Oversee and support PMEL efforts for International Projects team

VP Local Projects

- Oversee and support all local projects in a neutral manner
- Liaison between officer leadership and project leadership.
- Mentors local project teams and project leads.
- Primary contact for potential community or local projects as well as CE corps.
- Regularly participate in project team meetings and activities to maintain awareness of project activities.
- Supports the creation of Chapter policies and best practices intended to support local projects (e.g., safety, travel prioritization)
- Oversee and support PMEL efforts for Local Projects team

VP Marketing

- Oversee and coordinate the chapter's marketing effort and marketing team.
- Lead the creation of the chapter's annual donor report which should be distributed no later than March 31 and prior to turnover of the position
- Regularly manage website and social media
- In partnership with the VP of Engagement, create flyers, emails, and social media to support the chapter's four annual events
- Provide marketing mentorship and support to project teams
- Manage and maintain marketing templates and best practices, support the transition of these during turnover of the position
- Work with the VP of Engagement to create, maintain, and distribute the annual census form. Form shall be made available on the chapter's website for new members to join throughout the year.
- Manage chapter member email list based on the chapter member roster in coordination with the VP of Engagement

Other Officers

Project Lead

The project lead is responsible for the following but is also endowed to create a support team.

- Responsible for the management and leadership of the project they are assigned Create, organize and administer a project team structure.
- Travel on all international project trips (or designate a backfill)
- Host regular project meetings, and make project meetings accessible
- Develop project budget for approval by chapter leadership
- Designate a PMEL lead for project efforts
- Coordinate submission of all pre-and post-trip reports per EWB-USA required timeframe
- Work toward project completion in collaboration with the partner community while embodying EWB-USA's mission
- Maintain regular communication with designated EWB HQ project engineer
- Maintain regular communication with partner NGO and partner community
- Maintain important records and financial documents from the project
- Actively pursue funding opportunities for their assigned project.
- Engage with chapter mentors, REICs, and local experts as necessary to complete the project
- Optionally attend executive committee meetings to vocalize their project's needs.

Section 5: Voting

To take a voting action on an item, at least four (4) votes are required to be made on the item. Votes can be made by Executive Committee members at the meeting or via a stand-alone email directed to all Executive Committee members no more than three (3) days prior to the meeting and prior to the vote taking place.

Alternative suggestion: if a vote is necessary, an open discussion will be held on the matter during an executive board meeting. Votes will not be held in person, but rather, after the meeting, a virtual voting form will be sent to members with voting authority. The form will remain active for 1 week. Four affirmative votes will be required to take voting action on an item.

The Executive Committee shall take voting action for the following events and activities:

1. Approval of the annual Chapter budget
2. Allocation or expenditure of Chapter funds for non-project related items greater than \$1,000 that are not detailed in the approved annual budget
3. Each project is allowed an agreed upon annual contingency for project budget changes. Additional budget requests beyond the agreed upon contingency require Executive Committee approval.
4. Adoption of new project teams and leads
5. Filling an officer vacancy
 - a. a. In the event that the Chapter President is unable to continue to fulfill their duties, an

interim President will be selected from among the executive board and selected by the remaining Chapter Officers until a new President can be formally elected.

- b. b. In the event that any of the vice-president positions are unable to continue to fulfill their duties, the executive board will appoint an interim nominee until the following election.
6. Major conflict resolution between projects or project team members
7. Amending EWB-MNs Constitution and Bylaws
8. Review and adoption of new or modified Chapter policies
9. Align chapter messaging in response to current events
10. Creation and adoption of the Chapter's strategic plan
11. Handling member violations of the code of conduct.

For these action items, a simple majority is needed for the action to pass.

Article VII: Elections of Executive Committee Positions

Section 1: Executive committee nominates someone from a chapter that is not running for a position to administer annual elections. If no chapter members are available, the executive committee shall solicit partner organizations for potential neutral election administrators.

Section 2: Elections shall be made available to all voting members through both in-person and virtual means and must be auditable.

Section 3: Election administrators shall organize and facilitate a candidate forum for candidates to introduce themselves to voting members of the chapter and give an opportunity for candidates to share about themselves and their vision for their positions.

Section 4: Elections held for all positions in January annually with positions being turned over on March 31 of that year.

Section 5: Election Administrator shall engage chapter voting members during the chosen January election period. Voting members are chapter members who have paid EWB-MN annual dues and are registered in Volunteer Village.

Sections VII: Executive Committee Meetings

- President shall chair the committee and is responsible for setting objectives for the meeting.
- Executive committee shall meet monthly (unless determined by board) to coordinate and conduct business & votes.
- Committee shall set a standard day & time for board meetings based on availability. (Can be moved as needed)
- Meetings shall have a virtual option that is accessible to all chapter members. (Zoom, Google Teams, etc)
- Agenda with proposed topics and voting items shall be provided one week prior to the meeting

Article VIII: Amendments

- Any active EWB-MN member may propose an amendment to this constitution in writing to the executive committee through a committee member to sponsor the amendment.
- A two-thirds majority vote from the executive committee for approving an amendment (5 out of 7 for a full board)

Article VIII: Code of Conduct

EWB-MN members shall be guided by this core tenant of the EWB-USA Code of Conduct when working with the chapter:

EWB-USA volunteers shall always be mindful of the environment in which they work, the people with whom they work, and the work that they do. Whether the volunteer is working with a community, a chapter, or a donor, their actions reflect upon EWB-USA and its reputation. EWB-USA expects that all volunteers shall be treated as dignified human beings and afforded a high level of respect. In return, volunteers shall treat everyone with whom they interact with the same level of respect.

Additional sections of the EWB-USA Code of Conduct shall be adhered to by EWB-MN members. The EWB-USA Code of Conduct is available at:

[EWB-USA_s Volunteer Code of Conduct - rev. 03_09_2023 - Google Docs](#)

In accordance with the EWB-USA Code of Conduct, volunteers shall feel empowered to report any observed breaches of conduct. EWB-MN members should report observed breaches to the Executive Committee for action and/or reporting to EWB-USA. Volunteers may also take action to report observed breaches directly to EWB-USA if they feel that the matter warrants elevation to this level or is not being addressed by EWB-MN.