

CONSTITUTION
ENGINEERS WITHOUT BORDERS AT UNIVERSITY OF CALIFORNIA, SAN DIEGO
ADOPTED JANUARY 2008,
RATIFIED SEPTEMBER 2021

ARTICLE I. NAME OF ORGANIZATION

The organization shall be called Engineers Without Borders at UCSD (EWB at UCSD).

ARTICLE II. STATEMENT OF PURPOSE

ARTICLE II. SECTION 1 GOAL OF ORGANIZATION

Engineers Without Borders at UCSD is a non-profit student organization and shall reflect and support the values and mission of Engineers Without Borders-USA: We support “community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders.”

ARTICLE II. SECTION 2 IMPACT ON MEMBERS

Engineers Without Borders at UCSD shall support the service goals of a University chapter in order to maximize the benefits of being a member:

- ☐ Create a sense of enthusiasm about solving technical development problems within a cultural and social context by bringing together interested individuals and encouraging discussion amongst them to solve complex problems together
- ☐ Organize a project team(s) to design and implement engineering projects either locally or internationally
- ☐ Publicize research opportunities and encourage students to undertake research on technical development problems, and to ensure that the completed research is returned to the EWB-USA database
- ☐ Work with EWB-USA to ensure the quality of the engineering design and the final product presented to the community
- ☐ shall work with the professional engineering community and EWB professional chapters will serve as mentors and professional liaisons to develop and strengthen the engineering skills of student members

ARTICLE III. NONPROFIT STATEMENT

Engineers Without Borders at UCSD is a non-profit student organization.

ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP

ARTICLE IV. SECTION 1 FEES/DUES

Engineers Without Borders at UCSD does have dues - \$15/quarter or \$20/three quarters. Any person who does not pay dues may still be a member of EWB@UCSD. Aspiring officers and current officers must pay dues.

ARTICLE IV. SECTION 2 ELIGIBILITY OF MEMBERSHIP

All voting members of EWB@UCSD must be currently enrolled for at least 12 units at the

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University of California, San Diego as an undergraduate. There are no restrictions placed on non-voting members. Community members, including UCSD Alumni, may participate as a Non-Voting member of the chapter. Faculty members may participate as Non-Voting Members of the Chapter.

ARTICLE IV. SECTION 3 MEMBERSHIP

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

Any UCSD student currently enrolled for 12 units may become a Voting Member of the Chapter upon subscribing to the Constitution of Engineers Without Borders at UCSD.

Members are welcome to attend biquarterly general meetings and/or project meetings. Attending and signing-in to these meetings will result in membership in EWB@UCSD.

Members are identified based on the projects of Engineers Without Borders at UCSD. Members can remain in the organization without paying dues.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS*

ARTICLE V. SECTION 1 MEETINGS

Engineers Without Borders at UCSD will organize at least 2 quarterly general meetings (GBMs) for general members, non-voting members, and aspiring members.

Engineers Without Borders at UCSD also holds at least 2 weekly project meetings (one for domestic project and one for international project).

ARTICLE V. SECTION 2 REQUIREMENTS

Engineers Without Borders at UCSD encourages attendance of GBMs and project meetings; however, these are not mandatory for general membership.

ARTICLE V. SECTION 3 DISSEMINATION OF INFORMATION

Important and relevant information is transcribed and posted on EWB@UCSD's official website, Facebook, and Google Drive after all types of meetings.

ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS

Only registered UCSD students may hold office in the organization. Only registered UCSD undergraduate students may vote in elections for the selection of the organization's officers.

ARTICLE VI. SECTION 1 OFFICER POSITIONS AND DUTIES

President (x 1)

- ☐ oversee all Engineers Without Borders at UCSD activities
- ☐ oversee and chair the Executive Committee
- ☐ oversee and assist the Vice President and Projects Leads
- ☐ assemble and submit the Annual Report to Engineers Without Borders USA,

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- ☐ ensure that all chapter resolutions are carried into effect
- ☐ facilitates all Engineers Without Borders at UCSD officer meetings and General Body Meetings
- ☐ shall assign tasks, as needed, to officers following the conclusion of each meeting and coordinate tasks update at the beginning of the following meeting
- ☐ share the responsibility of managing the finances of the organization with the Vice President Internal

Vice President Internal (x 1)

- ☐ shall assist the President in the capacity needed to fulfill the goals of Engineers Without Borders at UCSD, including the supervision of all officer elections
- ☐ share the responsibility of Treasurer with the President for the purposes of all University and non-University affiliated funding
- ☐ with the guidance of the President, shall facilitate all business within Engineers Without Borders at UCSD, including, but not limited to, the record keeping of all participation at all meetings and events, the tracking of membership dues, the interfacing between members and officers through direct communication and social media, and the leading of meetings when the President is unfit to do so

Vice President External (x 1)

- ☐ shall assist the President in the capacity needed to fulfill the goals of Engineers Without Borders at UCSD, including the supervision of all officer elections
- ☐ will plan professional development events for members
- ☐ attend regular TESC meetings
- ☐ aid in keeping track of membership attendance,
- ☐ project manager for all Domestic/International Engineers Without Borders at UCSD annual projects
- ☐ shall be the official liaison between Engineers Without Borders at UCSD and other student organizations on campus and relations off campus

Project Lead (x 3)

- ☐ will manage domestic or international projects representing the goals of Engineers Without Borders at UCSD and utilizing the participation of engaged members
- ☐ will be responsible for regularly holding and leading project meetings
- ☐ will be responsible for actively researching topics in the field of their project(s)
- ☐ encouraging members to research and progress in their work relating to the project(s)
- ☐ keeping in contact with mentors and project holders
- ☐ presenting their projects to other people including but not limited to other Engineers Without Borders at UCSD members and donors
- ☐ applying for grants in order to fund these projects

Secretary (x 1)

- ☐ publicize the mission and goals of the Engineers Without Borders at UCSD and EWB-USA
- ☐ advertise upcoming events and activities through the weekly newsletter
- ☐ maintain the club email and assist in updating the organization's webpage

- ☐ record and post meeting minutes
- ☐ help structure the materials that will be presented for GBMs

Events Coordinator (x 1)

- ☐ will be in charge of planning a minimum of three (3) social events a quarter for members to socialize and get to know the Officers
- ☐ will organize officer bonding events and ensure that quarterly one-on-ones are satisfied
- ☐ will be responsible for planning an ice breaker for each GBM and gather the necessary supplies for each event that is planned
- ☐ assist in the planning of the end of the year banquet

ARTICLE VI. SECTION 2 EXECUTIVE COMMITTEE

The Executive Committee of the Engineers Without Borders at UCSD Chapter will be composed of the President, Vice-President Internal, Vice-President External. The Executive Committee will manage the affairs of the Chapter in accordance with the Constitution of the Engineers Without Borders at UCSD.

The standing committee consists of all officers. Officers are required to meet every week in the academic school year.

ARTICLE VI. SECTION 3 OFFICER ELECTIONS, PROCESS, AND ELIGIBILITY

Officer elections are held every end of April/beginning of May. All Officer positions are open to due-paying members, and an Officer's term may not exceed one term in the same position unless unanimously decided by the Executive Committee. The Executive Committee may not vote for themselves in this scenario.

Potential officers must not be on disciplinary probation, must be enrolled in at least 12 units currently (not applicable to transfers), and must have a minimum cumulative GPA of 2.0 and not have been on probation for the most recently completed term prior to the term of election.

Officer elections are held via an interview process after which all current officers convene and anonymously vote on the next year's officers.

Newly elected officers are invited to weekly officer meetings one week after decisions are made (latest by Week 5 of Spring Quarter). Then, new officers will work with current officers who hold same position, and begin the transition. New officers gain complete control at the end of Spring Quarter.

ARTICLE VI. SECTION 4 GENERAL OFFICER RESPONSIBILITIES

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All Executive Committee leaders and appointed officers shall make a commitment of a minimum of eight hours per quarter to assist and facilitate events and projects for Engineers Without Borders at UCSD. Officers must fulfill this quota in addition to other duties and meeting requirements. It is the duty of each individual officer to inform the Vice President Internal of his/her attendance at events and projects. This commitment can be fulfilled in

variety of ways, including, but not limited to, attendance at project meetings and non-meeting events (including conferences, excluding social gatherings). All Executive Committee members and appointed officers are required to partake in fundraising activities.

ARTICLE VI. SECTION 5 OFFICER REMOVAL/ABSENCE

Should the desire for an officer to be removed, a special officer meeting shall be held in which the officer in question may defend oneself. The officer in question shall be asked to exit the room, allowing other officers to hold an anonymous poll deciding the fate of the officer in question. The vote must have no more than 1 “against removal” vote for the officer in question to be relieved of duties.

In the event of an officer’s removal or extended absence, the Executive committee shall decide a suitable replacement out of general members or promote from within the current officers. An interview for replacements must be held with all the Executive committee present and in agreement.

In the event of a vacancy in the office of the President, the Vice-President Internal shall succeed the office. Vacancies in the office of the Vice-Presidents shall be filled by the Executive Committee from among the other Officer Positions. Vacancies in the remaining Officer positions shall be filled by general due-paying members.

ARTICLE VII. RISK MANAGEMENT

Engineers Without Borders at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Engineers Without Borders at UCSD understands that the University does not assume legal liability for the actions of the organization.

Engineers Without Borders at UCSD will carry a mobile medical kit when working on projects using machinery/hazardous materials. Only those members experienced with such equipment as exhibited by lab work will be allowed to work with machinery/hazardous materials. Those not experienced must be taught by a member cleared by the Executive branch of Engineers Without Borders at UCSD.

ARTICLE VII. SECTION 1. IN CASE OF INTERACTION WITH MINORS AND/OR THE ELDERLY

Engineers Without Borders at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). Engineers Without Borders will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to

minors or the elderly with whom they are working.

ARTICLE VII. SECTION 2. IN CASE OF THE PROVISION OF MEDICAL ASSISTANCE

In the event that Engineers Without Borders at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.

ARTICLE VII. SECTION 3. IN CASE OF INTERNATIONAL TRAVEL

Engineers Without Borders at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

ARTICLE VII. SECTION 4. IN CASE OF HANDLING OF HAZARDOUS CHEMICALS, MATERIAL, EQUIPMENT, AND/OR MACHINERY

Engineers Without Borders at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Engineers Without Borders at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

ARTICLE VIII. COMMUNITY ADVISOR

Since Engineers Without Borders at UCSD is a Pre-Professional organization, we require a Community Advisor.

ARTICLE VIII. SECTION 1 REQUIREMENTS FOR ADVISOR

An advisor shall be a UCSD faculty member, Engineers Without Borders at UCSD alumni, or a community member who shall advise the Chapter in making and assist the Chapter, as requested by the Executive Committee, in implementing decisions that promote the goals and aspirations of Engineers Without Borders at UCSD.

ARTICLE VIII. SECTION 2 SELECTION OF ADVISOR

An individual shall become the advisor following subscription to the Constitution of the Chapter and is approved by a majority vote (greater than 50% vote) among the Executive Committee and the appointed officers.

ARTICLE VIII. SECTION 3 TERM FOR ADVISOR

The advisor shall serve a term of one year equal to that of the academic year and shall not be subject to annual Chapter dues.

ARTICLE VIII. SECTION 4 ROLE OF ADVISOR

The advisor will be expected to do the following:

- ☐ aid the Executive Committee and appointed officers in management and organization of meetings
- ☐ advise the Executive Committee and appointed officers in efforts to maintain or surpass the goals set by Engineers Without Borders
- ☐ be familiar with this Constitution

ARTICLE IX. FINANCIAL MANAGEMENT

ARTICLE VIII. SECTION 1 FINANCE OF ACTIVITIES

Engineers Without Borders at UCSD will finance its activities through external donations to the Chapter of Engineers Without Borders USA (EWB-USA) and through on-campus fundraising events. Furthermore, if Engineers Without Borders at UCSD is registered with the Center for Student Involvement as an undergraduate organization and has at least one Officer holding Principal Member status, Engineers Without Borders at UCSD may also receive financial support through Associated Students (AS) for its activities on a quarterly basis.

ARTICLE VIII. SECTION 2 ORGANIZATION OF MONEY

Engineers Without Borders at UCSD resides in only 3 locations:

- ☐ Chase bank account
- ☐ Venmo (paypal) account
- ☐ Officer hand temporarily

Membership/fundraising dues are to be collected in person in cash or through Engineers Without Borders at UCSD's Venmo account "EWB-UCSD" on a quarterly basis. All Officers will be held responsible to collect money from willing Members/others at GBMs, Event Meetings, and Socials. When money is collected, the President of Engineers Without Borders at UCSD will be held responsible to appropriately transfer/deposit the amount into the organization's bank account. All transactions are then to be recorded by name of Payer, email address of Payer (if member), Time of Payment, Payment Amount, Type of Payment, and Recipient of said Payment.

All officers are required to have Venmo on their cellular devices. Any officer who receives payment via cash will immediately "venmo" / transfer the equivalent amount of money to

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“EWB-UCSD” venmo account.

The President and Vice-President Internal shall have sole access to the Engineers Without Borders at UCSD Chase account and Venmo account. The President/Vice-President Internal must inform the Executive Committee of any intended account activity prior to the activity and provide evidence of the activity following its conclusion.

ARTICLE VIII. SECTION 3 BUDGET

Engineers Without Borders at UCSD will keep a local budget; however, we will not be submitting a budget to A.S. or G.S.A finance committee unless explicitly required through their funding.

ARTICLE X. AFFILIATION WITH OTHER GROUPS

ARTICLE X. SECTION 1 DIRECT AFFILIATIONS

Engineers Without Borders at UCSD are affiliated with Engineers Without Borders USA at a national and international level.

ARTICLE X. SECTION 2 AFFECT ON ORGANIZATION MEMBERS

Affiliation with Engineers Without Borders USA gives members at Engineers Without Borders at UCSD the ability to request an official Engineers Without Borders USA student account to find professional engineering members for various projects.

ARTICLE X. SECTION 3 REQUIREMENTS OF AFFILIATIONS

Engineers Without Borders at UCSD is required to pay a yearly association fee which is where our dues go. Furthermore, for international projects through Engineers Without Borders USA, we must use the official Volunteer Village Portal.