

# **CONSTITUTION AND BYLAWS**

## **Of the NEBRASKA Professionals Chapter**

### **OF ENGINEERS WITHOUT BORDERS-USA**

#### **ARTICLE I -Name, Location and Objectives**

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

Section 2. The Chapter's geographic boundaries shall be defined by the State of Nebraska.

Section 3. The objective of the Chapter shall be to implement and carry on sustainable development projects in the US and abroad, while training members to become future project mentors and leaders; to mentor local student chapters and facilitate chapter development; to involve and educate the local community about issues related to EWB-USA; and to promote and foster ideas and projects related to sustainable development in a manner consistent with the objectives of EWB-USA and by the guidelines laid out in the EWB-USA project sourcebook.

Section 4. In the pursuit of the objectives, the Chapter shall not operate in conflict with the Constitution, Bylaws, Rules of Policy and Procedure, etc. of the EWB-USA and the Midwest Region of EWB-USA, where applicable.

#### **ARTICLE II -Membership**

Section 1. The membership of this Chapter shall consist of professionals who reside in Nebraska or western Iowa. Such will be deemed voting members of the chapter upon subscribing to the Constitution and Bylaws of this Chapter by payment of current year chapter dues, as provided in the Bylaws.

#### **ARTICLE III -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, authorizing all financial expenditures, 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, may consist of the following positions:

1. The President
2. The Vice President
3. The Treasurer
4. The Secretary
5. The Fundraising Chair
6. The Program(s) Coordinator
7. The Past President of the Region (ex-officio)

Section 4. Each Voting Member of the Chapter shall be eligible for election to the Executive Committee upon meeting the prescribed qualifications. The most recent past President of the Chapter shall be an ex-officio member of the Executive Committee, but shall not have voting privileges in the business matters of the Chapter. No one individual can simultaneously hold two voting positions.

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 September and shall continue for the period above mentioned, or until a successor is duly selected. No one individual can hold the same position for more than two consecutive terms.

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 President, by making new selection(s) from among the Voting Members, with approval of a majority of 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 given to the Secretary two weeks prior to the official resignation date. In the case of unacceptable meeting attendance, 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 fifty one percent 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 regularly elected officers shall be as defined in this Constitution and as directed by the Executive Committee.

- (a) The duties of the **President** shall be to conduct the operation and business of the Chapter with the elected officers and coordinate with the Region and EWB-USA. The President shall see that all orders and resolutions of the Chapter are carried into effect.
- (b) 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. The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President.
- (c) 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 internal communication both between the Chapter and membership as well as the Chapter, the Region and the National EWB-USA organizations, this includes overseeing the content of the website. Additionally, the secretary shall assist in administrative management of all meetings of the Chapter.
- (d) 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; he or she shall be responsible for the accounts of the Chapter and subject to audit as prescribed in the Bylaws of this Region. He or she shall ensure that the Chapter maintains compliance with the most current EWB Chapter Finance Policies. He or she shall be a Voting Member of the Fundraising Committee.
- (e) The duties of the **Fundraising Chair** shall be 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.
- (f) The duties of the **Program Coordinator** is to maintain regular contact with the program community and keep EWB-NE informed of the community's development and changing priorities and/or needs. The program coordinator also works in close contact with the project coordinator(s) of all planned and ongoing projects within the program community to sure the project meets the needs and desires of the program community.

Section 9: The following regular positions are not a part of the Executive Committee:

- (a) The duties of the **Project Coordinator** is to keep track of projects associated with the chapter and to relay needs and report on progress to the Program Coordinator, Executive committee and EWB-NE and in turn report information from the Executive committee back to project leads.
- (b) The duties of **Student Liaison** are to facilitate interaction between the EWB-NE and university chapters. The Student Liaisons are responsible for attending student chapter meetings, mentoring and updating students on EWB-NE projects, and working with student chapters at local schools to stimulate interaction and collaboration between chapters. In addition, Student Liaisons

shall assist students in connecting with professionals for project mentorship and other needs.

- (c) The duties of the **Outreach and Promotion Coordinator** are to answer questions from prospective members, spearhead recruitment and retention efforts, and plan community outreach and volunteer activities. . . The Outreach and Promotion Coordinator shall also update members on upcoming events on a monthly basis. In absence of a membership coordinator, these duties are to be filled by the Vice President and Secretary

Section 10: Other positions and officers can be created by the Executive Committee as deemed necessary and filled by vote from the voting members of the Chapter. These officers can be included as part of the Executive committee if approved by a two thirds vote of the Executive Committee.

#### **ARTICLE IV -Committees**

Section 1: The Executive Committee may create committees as needed. There shall be one standing committee which is the **fundraising committee**. The Executive Committee appoints all committee chairs for additional committees.

- (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.

#### **ARTICLE V – Projects**

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

Section 2: The structure and schedule of projects will be determined by the project coordinator and not by the Executive Committee.

Section 3: Projects requesting funding from the Chapter 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 must 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 VI -Amendments**

Section 1: This Constitution and Bylaws may be amended only by the procedures listed

below in Section 2 or 3.

#### Section 2: Standard Procedure

(a) A proposed amendment shall have the signatures of one-third of the voting Executive Committee members and shall be promptly presented thereafter at the next meeting of 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 letter ballot or via electronic means, as approved by the Executive Committee, setting a date within three weeks thereafter for the canvassing of the ballots.

(c) For approval, it shall receive an affirmative vote from a majority of the Voting Members of the Region 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 read the amended Constitution and/or Bylaws into the record at the next regularly scheduled meeting of the Executive Committee.

#### Section 3: Emergency Procedure

(a) The above procedure may be bypassed if an amendment is presented in writing to Executive Committee and approved by a unanimous vote of the Executive Committee with all voting members present.

(b) The amendment shall be proposed to the voting members within one week of presentation to the Executive committee and voting will be closed the following week. For approval, it shall receive an affirmative vote from a majority of the Voting Members of the Region casting ballots. At least one-third of the Voting Members have to participate in the voting.

(c) If approved by the Chapter, the Secretary shall immediately amend the Constitution and/or Bylaws, and read the amended Constitution and/or Bylaws into the record at the next regularly scheduled meeting of the Executive Committee.

#### Section 4: Emergency procedure

All emergency procedures for the Chapter will be described in detailed in our Chapter's Emergency Plan. Furthermore, each project proposal must also include an emergency procedure.

### **ARTICLE VII -Miscellaneous Provisions**

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of 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 Midwest Region 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 the Midwest Region of 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, Secretary, Treasurer, Fundraising Chair, and Program(s) Coordinator. A Voting Member must second all nominations.

Section 2. Nominations shall be submitted to the Secretary of the Chapter before the August Executive Committee meeting. The nomination process will occur at or before the August meeting of the Chapter.

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

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 two years away.

### **ARTICLE II -Meetings**

Section 1. The meeting schedule for the year can be determined at the beginning of the chapter year.

Section 2. The Secretary shall publish notice of regular meetings to the membership at least seven days before the meetings are held. The meetings shall be announced via electronic mail, worldwide web, internet, or other electronic communications (i.e. text message, twitter, etc.).

Section 3. At least one meeting annually must be held in conjunction with one of the local student chapters of EWB-USA.

### **ARTICLE IV – Dues\***

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

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

- 1 Current annual Chapter dues are \$20 per member.
- 2 Changes in local dues must be ratified by a majority vote of the Voting Members of the Chapter.
- 3 Local dues are not to exceed EWB-USA annual dues.

4 Members who have paid local dues and not National dues are not voting members of the Chapter and may not participate in trips related to EWB projects.

## **ARTICLE V -Management**

Section 1. The Executive Committee may take actions on behalf of the Chapter provided that:

1. It does not involve an expenditure of over \$500. Expenditures between \$500-1000 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 present.

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.

\*This article should be up for review pending changes in the dues structure of EWB-USA.