Charter of
Engineers Without Borders - Carleton College (EWB-CC)
Chartered with funding

I. Purpose of the Organization

The mission of Engineers Without Borders - Carleton College (EWB-CC) is to partner with developing communities around the world in order to improve their quality of life. We work to implement engineering projects that are both environmentally and economically sustainable. We achieve these goals through cooperation with local professional engineers, fellow institutions, and Engineers Without Borders - USA. By forming long lasting relationships with the communities, we are better able to serve their needs in an efficient and manner. EWB-CC offers undergraduate students experiences in research, practical engineering, and social responsibility.

II. Description and Duties of Officers

This organization recognizes a president, vice-president, treasurer, and secretary that shall be elected by its members on a yearly basis.

In the event of a vacancy in the office of the President, the Vice-President shall succeed to that office. Vacancies in the office of the Vice-President, Treasurer, and Secretary shall be filled by the Executive Committee.

The president shall oversee all EWB-CC activities, serve as liaison to EWB-USA and other chapters, oversee and chair the executive committee, and submit the annual report to EWB-USA.

The vice-president shall assist in overseeing all EWB-CC activities, coordinate speaker meetings, supervise the election of officers, and assume duties of the president in his/her absence.

The treasurer shall keep all finances of the chapter in order, keep track of donors, collect membership dues, and complete an annual financial report to be submitted to EWB-USA.

The secretary shall assist in administrative management of all chapter meetings, keep all members informed of meetings and activities, record and post meeting minutes, and develop quarterly newsletter.

III. Procedure for Officer Election and Removal

Members shall elect a president, vice president, treasurer, and secretary during the 5th week of spring term. Elections will be held in a meeting called by the current President, and
members must be notified that elections will be held at that meeting. All members are eligible to vote, and seventy-five percent of members must be present.

Officers will assume their positions on the first day of Fall term the following year, and their term will last until the end of Spring term.

Members who are planning on being off-campus or on leave one or more terms during the next year will be replaced by the next ranking member during their absence. Officers who decide to go off campus or take a term off are required to resign their post by the last day of their final term on campus before leaving.

IV. Quorum

A quorum exists for the executive committee if three of the four officers are present.

V. Values of EWB-CC

EWB-CC shall support the service goals of a college chapter:

A. Create a sense of excitement and enthusiasm about solving technical development problems within a cultural and social context by bringing together those interested and encouraging discussion amongst them to solve the problems together.

B. Organize a project team to design and implement engineering projects either locally or internationally.

C. Publicize research opportunities and encourage students to undertake research on technical development problems, and to insure that the completed research is returned to the EWB-USA database.

D. Work with EWB-USA to insure the quality of the engineering package and the end product for the community.

E. EWB-CC shall work with the professional engineering community and EWB professional chapters will serve as mentors, professional liaisons, and to develop and strengthen the skills of student members.

VI. Amendments

A. A proposed amendment will be sent out via email to all voting members.

B. Once proposed, the amendment will be voted on by the general membership at the general meeting. There must be quorum.

C. Members who cannot attend the general meeting may submit their votes to a member of the executive committee prior to the general meeting.

D. If the proposed amendment receives an affirmative vote of 51% of voting members by the next general meeting, the amendment will be deemed approved.
E. The secretary will amend the chapter constitution and bylaws to reflect the amendment.

**VII. Annual Report**

An annual report shall be submitted to the Chartering Committee during spring term. The report shall meet the requirements stipulated in the CSA Senate Bylaws.

**VIII. Membership Requirement**

The organization must have a minimum of five members at all times. If membership falls below five without the permission of the Chartering Committee, the organization is inactive. If the organization is inactive for three consecutive terms this charter is invalid and the organization is disbanded.

**IX. Amendment**

Amendments to this charter require the approval of the Chartering Committee and the CSA Senate.