I. Preamble.

Name

The name of this club shall be California Institute of Technology Engineers Without Borders. This chapter’s name shall be abbreviated as EWB-Caltech or EWB-CIT.

Mission

The MISSION of EWB-Caltech is to design and implement sustainable engineering projects that address pressing needs within underprivileged communities. Our development programs are community-driven and collaborative. Our practices enhance the lives of community members and club Members while enriching the global context of club Members.

EWB-Caltech is the local California Institute of Technology chapter of the national Engineers Without Borders-United States of America organization, herein abbreviated as EWB-USA.

II. Membership.

A General Member of EWB-Caltech shall either be a registered undergraduate or graduate student at the California Institute of Technology. A General Member shall be a registered member of EWB-USA. Dues shall not be required for General Membership, as determined annually by the executive board.

A Voting Member shall communicate interest in EWB-Caltech and sustain an active role in EWB-Caltech projects and activities. Dues shall not be required for Voting Membership.

A Non-Voting Member shall be a Faculty Adviser, Professional Engineering Mentor, or other community member. Dues shall not be required for Non-Voting Membership.
III. The Executive Board.

Co-Presidents

The Co-Presidents shall oversee and assist in the coordination of all activities. The Co-Presidents shall be in communication with Officers to assist in the planning of all events and organize committees. The Co-President shall preside over meetings and is responsible for putting together an agenda for each meeting. The Co-President shall represent the club in all its affairs. The Co-President shall serve as a liaison between EWB-Caltech and EWB-USA, EWB-Caltech and the administration of the California Institute of Technology, EWB-Caltech and the partner community, and EWB-Caltech and the local community. The Co-President shall secure an international project and facilitate the sequential work needed to complete the project. The Co-President shall be an undergraduate student.

Secretary

The Secretary shall assist in administrative management of all Chapter affairs. The Secretary shall secure and track all EWB-Caltech paperwork and technical documents. The Secretary shall record the activities of all appropriate meetings, distribute the records to club members, and ensure communication between general Members and the Executive Board. The Secretary shall be an undergraduate student.

The Secretary shall develop and update the EWB-Caltech website. The Secretary shall maintain the public image of the club. The Webmaster shall post meeting minutes and newsletters, update the calendar, and list all meetings and activities. The Webmaster shall be an undergraduate or a graduate student.

Treasurer

The Treasurer shall keep records of all income, expenditures, and other financial materials. The Treasurer shall prepare a budget to be approved by the Officers at the first Officer Meeting. The Treasurer shall approve and reimburse purchases made by club Members on behalf of EWB-Caltech. The Treasurer shall maintain authority over EWB-Caltech financial accounts. The Treasurer shall be an undergraduate student.

Fundraising Chair

The Fundraising Chair shall coordinate all fundraising activities. The Fundraising Chair shall maintain donor relations and monitor grant applications. The Fundraising Chair shall be an undergraduate or a graduate student.

Public Relations Chair

The Public Relations Chair shall publicize the mission and goals of EWB-Caltech and EWB-USA. The Public Relations Chair shall advertise EWB-Caltech events and activities. The Public Relations Chair shall organize recruitment efforts of new Members and establish positive relationships with interested community members.
The Public Relations Chair shall be an undergraduate or a graduate student.

**Webmaster**

The Webmaster shall develop and update the EWB-Caltech website. The Webmaster shall maintain the public image of the club. The Webmaster shall post meeting minutes and newsletters, update the calendar, and list all meetings and activities. The Webmaster shall be an undergraduate or a graduate student.

**Technical Lead**

The Technical Lead shall oversee the technical details of project design. The Technical Lead shall ensure that all projects meet EWB-USA standards. The Technical Lead shall establish project teams, regular meeting schedules, timelines, and goals. The Technical Lead shall be an undergraduate or a graduate student.

**Vacancy**

In the event of a vacancy in the office of the Co-Presidents, the Secretary, then Treasurer, shall succeed to the offices of Co-President. Vacancies in the office of the Secretary, and Treasurer shall be filled by the Executive Committee during a Special Election as called by the Co-Presidents. Vacancies in the offices of Fundraising Chair, Public Relations Chair, Webmaster, and Technical Lead shall be filled by the Co-Presidents until the next Election.

In the case of vacancy of the Secretary or Public Relations positions, the Secretary and Public Relations positions may be merged upon the discretion of the Executive Board.

In the case of vacancy of the Treasurer or Fundraising Chair positions, the Treasurer and Fundraising Chair positions may be merged upon the discretion of the Executive Board.

**IV. Subcommittees.**

**Project Subcommittee**

A Project Subcommittee shall be formed at the discretion of the Technical Lead for the purposes of researching technical details and creating project prototypes.

**Fundraising Subcommittee**

A Fundraising Subcommittee shall be formed at the discretion of the Fundraising Chair for the purposes of developing and coordinating fundraising efforts.

**Budgeting Subcommittee**

A Budgeting subcommittee shall be formed at the discretion of the Treasurer for the purposes of developing and enacting income and expenditure plans.
Application Subcommittee

An Application Subcommittee shall be formed at the discretion of the Co-President for the purposes of maintaining compliance with the EWB-USA project process.

V. Advisory Board

Faculty Adviser

A Faculty Adviser shall oversee the activities of the Executive Board. A Faculty Adviser shall be recruited by the Co-President and approved by a simple majority of the Executive Board Members. A Faculty Adviser shall serve for one academic year, renewable indefinitely. There may be multiple Faculty Advisers in any given year.

Professional Engineering Mentor

A Professional Engineering Mentor shall oversee the design and implementation of all EWB-Caltech technology. A Professional Engineering Mentor shall be recruited by the Co-President and approved by the Technical Lead. A Professional Engineering Mentor shall serve for one academic year, renewable indefinitely. There may be multiple Professional Engineering Mentors in any given year.

Graduate Adviser

The Graduate Adviser shall serve as a liaison between the graduate students and Executive Board Members. The Graduate Adviser shall counsel Executive Board Members. The Graduate Adviser shall be a graduate student.

VI. Meetings.

General Meetings

The Co-Presidents shall call a General Meeting at least once per term in the SFL multimedia room. All Members shall be invited. The agenda shall be set by the Co-Presidents to include project progress, financial solvency, club events, and other topics at the discretion of the Co-Presidents.

Executive Board Meetings

The Co-Presidents shall call an Executive Board Meeting twice per term. All Executive Board Members, Faculty Advisers, and Professional Engineering Mentors shall be invited. Executive Board Members shall present the progress of their respective office.
Technical Meetings
The Technical Lead shall call Project Meetings at least one per term. All Technical Committee Members and Members specific to each project shall be invited. The Technical Lead shall define the goals and outline the events of each meeting.

Project Meetings
Any Executive Board Members can call a Project Meeting. Executive Board Members shall invite relevant Members and set the agenda of each meeting.

Election Meetings
The Co-Presidents shall call Election Meetings once during third term. All Voting Members shall be invited.

Special Election Meetings
The Co-Presidents shall call Special Election Meetings to fill vacancies on the Executive Board and to debate and approve Amendments. All Voting Members shall be invited.

VII. Elections.

Term of office
Newly elected Executive Board Members shall begin their term in office upon the conclusion of the academic spring term and will serve for one full academic year. Terms may be renewed indefinitely. Current Executive Board Members are responsible for informing newly elected Executive Board Members of their duties and passing along information relevant to their position.

Elections
Voting for Executive Board Members shall occur once per year during the spring academic term at an Election Meeting. Voting to fill vacancies on the Executive Board shall occur at a Special Election Meeting called by the Co-Presidents.
Voting Members shall nominate candidates for the Executive Board. Nominations will be due a week before the election occurs. The Co-Presidents shall decide the method of voting, coordinate the election, and ensure voting transparency and receive and organize nominations. Each nominee will be given the opportunity to accept or decline the nomination. If accepted, candidates must submit personal statements to the Co-Presidents about their qualifications for the position. These statements will be relayed to club members through e-mail and at the Election Meeting. The Secretary shall count the votes and announce the election results. The Faculty Adviser shall
oversee all election activities.

A quorum consisting of 1/2 of Voting Members shall determine the outcome by a simple majority vote. If quorum is not reached and a runoff is required, the Executive Board will make an executive decision to select one candidate.

**VIII. Ratification and Amendments.**

**Ratification**

This constitution shall be adopted upon a ⅔ vote by Voting Members.

**Amendments**

Voting Members shall propose an amendment in writing at a General Meeting. The Co-Presidents shall call two Special Election Meetings. The first shall be for the discussion of an Amendment. The second shall be for the adoption of an Amendment. An Amendment shall be adopted upon a ¾ vote by Voting Members.