



CONSTITUTION AND BYLAWS
OF THE
ENGINEERS WITHOUT BORDERS USA ORANGE
COUNTY PROFESSIONAL CHAPTER

April 2022

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CONSTITUTION AND BYLAWS
OF THE
ENGINEERS WITHOUT BORDERS USA
ORANGE COUNTY PROFESSIONAL
CHAPTER

The Constitution and Bylaws of the Engineers Without Borders USA Orange County Professionals created on March 5, 2008, and which was amended on June 26, 2010 and on April 22, 2022, is hereby restated in its entirety as follows:

DEFINITIONS

“EWB-USA” shall mean the National organization of Engineers Without Borders-USA.

“EWB-USA OC” shall mean the Orange County Professional Chapter of EWB-USA.

“Chapter” shall mean EWB-USA OC.

“Executive Board” shall mean the elected group of officers that manages the affairs of the Chapter as per this document and is recognized as such by EWB-USA in this capacity.

“Board of Directors” shall mean the collective group of the Executive Board, Project Team Leaders, Committee Coordinators and Consulting Board members.

“Fiscal Year” shall mean the twelve-month period January 1st - December 31st.

“Program” shall mean an engineering related Chapter activity that addresses community-identified infrastructure needs and lasts at least five years.

“Project” shall mean a subset of a Program. Multiple Projects can constitute a Program.

“Project Team” shall mean the group of Voting and Non-Voting members that executes a Project.

“Project Team Leader” shall mean the person that is in charge of managing the affairs of a Project Team.

“Operating Handbook”: shall mean the approved Chapter document that provides a detailed description of the Project processes, procedures, documents and reports required

“Committee Coordinator” shall mean the person that manages a specific activity area of the Chapter as defined in this document.

CONSTITUTION

ARTICLE I – Name, Location, and Mission

- Section 1 The name of this organization shall be Engineers Without Borders USA - Orange County Professional Chapter.
EWB-USA OC Professional Chapter is a Chapter of Engineers Without Borders-USA (EWB-USA); a nonprofit humanitarian organization based in Denver, Colorado, and shall be referred to as the “Chapter” throughout this Constitution and Bylaws.
- Section 2 The Chapter boundaries shall be defined as the area including Orange County, California.
- Section 3 The headquarters of the Chapter shall be located in Orange County, California.
- Section 4 The mission of the Chapter shall be to support community-driven development programs worldwide through partnerships that design and implement sustainable engineering projects, while creating transformative experiences that enrich global perspectives and create responsible leaders. Whilst centered around international development programs, the chapter shall also provide support and engineering development in the local community through the mentoring of local engineering students, participation in STEM awareness and enrichment activities in the Orange County school systems and support of local engineering initiatives.
- Section 5 In pursuit of the mission, the Chapter and its members shall uphold the signed Chapter Agreement and adhere to all EWB-USA policies, processes, procedures and style guides.

ARTICLE II - MEMBERSHIP

- Section 1 The Membership of the Chapter shall consist of:
- Voting Members: individuals in good standing with EWB-USA, who have paid their current fiscal year EWB-USA dues as regulated by EWB-USA, are registered as members of the Orange County Professional Chapter and have accepted the Constitution and Bylaws of the Chapter. Voting Members have the right to vote, participate in Project Team work and Coordinator Committees, and can travel on behalf of the Chapter. Voting members are eligible to serve as a member of the Executive Board and Board of Directors.
 - Non-Voting Members: individuals that have not paid the EWB-USA annual fees but are actively contributing to the work of a Project Team, a Coordinator Committee or otherwise. The Chapter Constitution and Bylaws, and the Chapter agreement with EWB-USA bind all Non-Voting Members. Non-Voting Members cannot vote or participate in travel for the Chapter. Non-Voting Members are not eligible to serve as a member of the Executive Board or Board of Directors. It shall be the goal of the Chapter to encourage Non-Voting Members to become Voting members.

Section 2 Membership in the Chapter shall not be denied to any person based on the basis of race, color, creed, national origin, political affiliation, religion, sex, sexual orientation, gender identity, age, marital status, disability or veteran status. The Chapter welcomes non-engineers and non-technical professionals to participate, particularly those skilled in project management, finance, construction, health, medical, administrative, IT, public relations, legal, education and languages. There is no formal qualification requirement to be part of the Chapter.

ARTICLE III - Executive Board

Section 1 The Executive Board shall consist of the following positions:

- a) President
- b) Vice President of Operations
- c) Vice President of Projects
- d) Secretary
- e) Treasurer
- f) Membership Director
- g) Past President (ex officio)

Section 2 The Executive Board shall manage the affairs of the Chapter in accordance with this Constitution and Bylaws. The Executive Board has the principal responsibilities of developing policy, authorizing financial expenditures, scheduling meetings, and generally directing the business of the Chapter. The Executive Board shall serve in the best interest of the Chapter's mission. All Executive Board members must be registered and active Voting Members and must be affiliated with the Chapter.

Section 3 Actions requiring official approval by the Executive Board require approval by the majority of the Executive Board members. Votes may be registered in person, via phone, via electronic vote or by proxy through a fellow Executive Board member.

These approvals include, but are not limited to:

- The submittal of new or revised Program and Project Plans to EWB-USA,
- Spending of Chapter funds over \$1000 (under \$1000 requires a Treasurer approval)
- Cooperation with other Professional Organizations,
- Any other actions by the Chapter, its Project Teams and its Coordinators that substantially impact the best interest of the Chapter and its Members, at the discretion of the Executive Board.

Section 4 Meetings of the Executive Board shall be held as hybrid meetings allowing both remote and in-person access unless otherwise approved by the Executive Board.

Section 5 Each Voting Member of the Chapter shall be eligible for election or appointment to the Executive Board upon meeting the prescribed qualifications.

- a) Voting Members shall be eligible for the offices of President, Vice President Operations, Vice President Projects, Secretary, Treasurer, and Membership Director.
- b) No one person may hold more than one Executive Board position concurrently.

- c) The most recent active President of the Chapter, located within the jurisdiction of the Chapter, and active in the Chapter, shall be the past President.
- d) An Executive Board member may not serve as a Project Team Leader in the same term, or vice-versa.

Section 6 The term of office of the Past President, President, Vice President Operations, Vice President Projects, Secretary, Treasurer, and Membership Director shall be a minimum of one year. The term shall begin once appointed (in the case of a mid-year replacement) or voted in and starting January 15th. If no successor is duly elected for a certain office, the term for this office can be extended at the discretion of the Executive Board or until a successor is duly elected. If appointed within 4 months of elections (August) then the appointed person shall serve the remainder of that term plus the following term.

Section 7 Vacancies within an office of the Executive Board shall be filled as follows:

- a) If there is a midterm vacancy in the office of the President, then the Vice President Operations shall assume the office of President and organize a mid-year vote for the position of President among the Voting members. The Vice President Operations will serve as President until the newly voted President begins their term. At the next annual election, the President shall serve one more term to exceed the minimum of one year time served.
- b) If there is a midterm vacancy in the office of Past President, then the office shall remain vacant until the next annual election.
- c) Any other vacancies on the Executive Board will be filled by the President, by making a selection from among the Voting Members with the approval of the Board of Directors. All vacancies filled shall be for the remainder of the term at minimum.

Section 8 Resignations shall occur in writing and be given to the Executive Board a minimum of two weeks prior to the official resignation date.

Section 9 The duties of the regularly elected officers shall be as defined in Annex A to this document and as modified and directed by the Board of Directors from time to time.

Section 10 In case of a deadlock in votes of the Executive Board, the President shall cast a second vote.

ARTICLE IV – Board of Directors

Section 1 The Board of Directors shall consist of the following persons:

- a) The Executive Board members
- b) The Project Team Leaders as defined in Article V
- c) The Committee Coordinators as defined in “EWB-USA OC Committee Coordinators” document
- d) Consulting Board members as defined in section 2 of this Article.

- Section 2 At the discretion of the Executive Board, the Board of Directors may be extended from time to time, to include members from outside the Chapter (the Consulting Board Members). These Consulting Board Members could be representatives from Chapter donors, related industry senior management, or other community representatives. The Consulting Board Members shall be selected on the basis of their willingness and ability to assist the Chapter in executing the Chapter's business and achieving the Chapter's Mission.
- Section 3 All Board of Directors members must be registered and active Voting Members and must be affiliated with the Chapter.
- Section 4 Actions requiring official approval by the Board of Directors require approval by the majority of the Board of Directors members. Votes must be registered in person or via phone during a Board of Directors meeting.
- These approvals include, but are not limited to:
- Appointment of Project Team Leaders and Committee Coordinators,
 - Fundraising Events, Membership drives, Public Relation activities, Student Liaison initiatives and any other proposal brought forward by the respective Committee Coordinators.
 - The election of Executive Board Members as per Article III, section 7 and Article V, section 1 of the Bylaws.
 - The content of the "Project Handbook".
- Section 5 In case of a deadlock in votes of the Board of Directors, the President shall cast a second vote.

ARTICLE V - Programs, Projects, Project Management and Project Teams

- Section 1 Programs undertaken by the Chapter shall adhere to the following guidelines:
- a) Applications for a new Program should follow the EWB-USA policy for a Community Driven Approach, Community Ownership and Long Term Sustainability.
 - b) All Programs undertaken or assisted by the Chapter must be consistent with the Mission of EWB-USA.
- Section 2 A Program can be comprised of one or more Projects.
- Section 3 Each Project shall be led by a Project Team Leader appointed as needed by majority vote of the Board of Directors.
- Section 4 The Project Leader is responsible for the execution of the project and as such must understand project management concepts, have acceptable Project Management experience, and have a clear understanding of project management concepts such as: Project Scope, Work Breakdown Structures (WBS), Project Schedules, and Project Budgets.
- Section 5 The Project Team Leader must quickly develop a clear understanding of EWB-USA Project Process and requirements as the project moves from: Project Identification, Assessment, Design, Implementation (Construction), and into Sustainability (Monitoring and Evaluation)

- Section 6 The Project Team Leader will assemble a project team from where he/she would select a Technical Lead and an Administrative Lead to assist with the management and the delegation of duties and responsibilities associated with the project. A review with the Executive Board will be conducted prior to the appointment of such individuals. Voting and Non-Voting Members of the Chapter in good standing are free to participate in the Project Teams.
- Section 7 The Project team shall conduct regular project status meetings (recommended twice monthly)
- Section 8 All Project Team Leaders shall report their Project's activities to the Board of Directors at each board meeting or as necessary.
- Section 9 A detailed description of duties and functions of the project team leaders (Project Lead, Technical Lead, and Administrative Lead) are included in a separate document called the "Project Handbook". Also included in the Project Handbook shall be guidelines related to the Project Team procedures, staffing, documentation, reporting schedules and chapter guidelines for conducting the Project work,
- Section 10 The Vice President Projects is responsible for keeping the project management related sections of the "Project Handbook" updated. Any changes hereto require the approval of the Board of Directors.

ARTICLE VI - Coordinators and Committees

- Section 1 Coordinators shall be appointed as needed by majority vote of the Board of Directors.

The Coordinator positions are for the following areas:

- Fundraising
- ASCE Liaison
- Student Chapter Liaison
- Public Relations/Marketing
- Webmaster

The Board of Directors, on an as required basis, may define other positions.

- Section 2 The Function Descriptions detailing the responsibilities of the Coordinator positions are defined by the Board of Directors and shall be recorded in the applicable meeting minutes.
- Section 3 All Coordinators shall report activities to the Board of Directors at each board meeting or as necessary. It shall be the coordinators' responsibility to execute assigned task(s) in a timely manner and within the approved budget, where applicable.
- Section 4 The Coordinators may, at their discretion, create Committees to assist with performing the responsibilities of the position. Voting and Non-Voting Members of the Chapter and volunteers in good standing are free to participate in these Committees.

ARTICLE VII - AMENDMENTS

The Constitution and Bylaws may be amended only by the following procedure:

- a) A proposed amendment shall have a minimum of one-third of the signatures of the Executive Board members.
- b) Within fourteen days of approval by the Executive Board, the Secretary shall set the amendment as an agenda item for the next Board of Directors Meeting.
- c) During the next Board of Directors meeting, if a proposed amendment receives approval by not less than two-thirds of the votes, then it will be deemed approved.
- d) If approved by the Chapter, the Secretary shall immediately amend the Constitution and/or the Bylaws.

ARTICLE VIII - Miscellaneous Provision

Should dissolution of the Chapter occur, the assets and petty cash remaining shall be conveyed to EWB-USA, according to EWB-USA regulations.

BYLAWS

ARTICLE I - MEETINGS

Section 1 The Secretary shall publish notice of regular meetings to the membership. The meetings shall be announced via electronic mail, postal mail, or telephone and shall be posted on the Chapter website calendar. The Board of Directors Meeting and General Meeting are open to all members of the Chapter as well as to persons from outside the Chapter.

Section 2 Types

a) Board of Directors Meeting

- (1) The purpose is to conduct the official business of the Chapter.
- (2) Schedule: on a monthly basis, or at the discretion of the Executive Board.
- (3) Members/participants should receive a minimum of two weeks notice prior to meeting.
- (4) The meeting shall be presided over by the President or in his/her absence by another member of the Executive Board in the following order: Vice President Operations, Vice President Projects, Treasurer, Secretary, Membership Director.
- (5) A quorum shall consist of the majority of the Board members.

b) Executive Board Meeting

- (1) The purpose is to have closed meetings to discuss issues as they relate to the Chapter.
- (2) The frequency will be on an as needed basis as required by the President.
- (3) The meeting shall be presided over by the President or in his/her absence by another member of the Executive Board in the following order: Vice President Operations, Vice President Projects, Treasurer, Secretary, Membership Director.
- (4) A quorum shall consist of the majority of the Executive Board members.

c) General Meeting

- (1) Purpose - To promote active participation of the General Membership in Chapter activities, to encourage new volunteers to join the chapter, interaction and networking among Chapter members, for social function, and to conduct official business as it relates to the General Membership. The Membership Coordinator shall determine the date and location of the General Meeting, in close

communication with the Board of Directors.

- (2) General meetings shall occur a minimum of once a quarter (4 times a year).
- (3) The meeting shall be presided over by the President or in his/her absence by another member of the Executive Board in the following order: Vice President Operations, Vice President Projects, Treasurer, Secretary, Membership Director.
- (4) A quorum shall consist of the majority of the Board of Directors members.
- (5) Members/participants should receive a minimum of two weeks notice prior to meeting.

ARTICLE II - Order of Business

The order of business shall be that prescribed by the presiding officer.

ARTICLE III - GUEST

Any member of EWB-USA or its affiliates, who is not a Member of the Chapter, may invite interested guests to attend meetings, except the Executive Meetings.

ARTICLE IV - DUES

Annual dues shall be as directed by EWB-USA.

ARTICLE V - Election Of Executive Board Members

- | | |
|-----------|--|
| Section 1 | Executive Board members shall be elected in a Board of Directors Meeting by Voting Members. |
| Section 2 | Elections shall be held not later than the last day of November of an election year. |
| Section 3 | Early October, The Secretary, shall notify all Voting Members of the upcoming elections. The Secretary shall provide a list of Executive Board positions and qualification criteria, plus a deadline for candidate's applications to be submitted to the Secretary. |
| Section 4 | Voting Members who have been active participants of the OC chapter for at least 6 months shall nominate one or more members of the Chapter (themselves included) in good standing for the offices of the Executive Board. All nominees must be Voting Members of the Chapter and members of EWB-USA. |

- Section 5 Nominations shall be submitted to the Secretary of the Chapter at least four weeks prior to the election period.
- Section 6 The candidate receiving the highest number of votes for each office shall be declared elected. Officers shall assume office on the first day of the fiscal year. In case of a deadlock in votes the President shall cast a second vote. In case of a deadlock in the President position vote, the Past President shall cast a second vote.
- Section 7 No Member may serve more than six full consecutive terms as an officer of the Executive Board. A Member who has served six full consecutive terms may run again after one year out of office.

ARTICLE VI - RECALLS

- Section 1 A recall may be initiated by either a member of the Executive Board or any Voting Member provided that each has additional co-signers from the majority of the Executive Board, or that the Voting Member has supporting signatures from the lesser of twenty five (25) Voting Members or 25 percent (25%) of the General Voting Membership, which consists of all Voting Members of the Chapter.
- Section 2 To initiate a recall, a petition explicitly stating the reason(s) for recall with supporting signatures shall be presented to the Secretary, who will in turn, present the petition to the Board of Directors. The Executive Board shall in good faith verify the validity of the petition by verifying that the recall is based on a violation of the constitution, or of the bylaws, of programmatic policies. The Board of Directors shall approve by majority the validity of the petition.
- Section 3 The officer shall be recalled by referendum with a quorum of four of the remaining Executive Board Members or 33% of the Voting Members.
- Section 4 The Board of Directors shall determine and announce the date and location of the referendum no later than ten (10) days after a valid petition is received.
- Section 5 The referendum shall be held no more than thirty (30) days after the date has been announced and shall be announced no less than ten (10) days prior the date the referendum is held.
- Section 6 A minimum of vote of two-thirds (2/3) of total votes cast by the General Voting Membership voting the referendum is required for any officer to be recalled.

ARTICLE VII - Financial Management

- Section 1 Projects requesting funding from the Chapter must submit a written proposal with budget estimate and detailed schedule to the Executive Board (the Project Budget). Submitted proposals will be discussed at the next meeting of the Board of Directors. All Project Budgets, and any modifications, shall require the approval of the Executive Board. No expenses shall be made until the Executive Board has given its approval.
- Section 2 Activities initiated by a Coordinator that require funding from the Chapter require a proposal to

the Executive Board (the Coordinator Budget). The Executive Board shall review these proposals at the next meeting of the Board of Directors. All Coordinator Budgets shall require the approval of the Executive Board. No expenses shall be made until the Executive Board has given this approval.

Section 3 All expenditures must be submitted to EWB-USA for reimbursement. The expense reports must be approved by two Executive Board Members and, in case of a Project Team expense, the Project Team Lead. The Payee is responsible for drafting the expense report and shall submit the expense report and receipts to the Treasurer for processing with EWB-USA.

Section 4 An Audit Committee shall be appointed by the President at the January meeting of the Executive Board. The Treasurer shall close the accounts at the end of December and prepare them for audit. The audit shall be completed and a report submitted to the Executive Board members at the February Board meeting.

ARTICLE VIII - SAVINGS CLAUSE

Should any section of the Constitution or Bylaws be found to be illegal, the remaining sections shall remain intact and in force.

Signed and Agreed,

President

Name: Masha V. Petrova

Date: 4/19/22

Vice President of Operations

Name: Benjamin Schleuniger

Date: 4/19/22

Vice President of Projects

Name: Ulises Martinez

Date: 4/19/22

Treasurer

Name: TBD

Date: 4/19/22

Secretary

Name: Michael Schaefer

Date: 4/19/22

Membership Director

Name: Vanessa Schleuniger

Date: 4/19/22

Annex A: Function Descriptions for the Executive Board Members

Roles and Responsibilities

President

- Be the chief executive officer of the Chapter. As such, represent, coordinate and approve all Chapter matters related to or communicated with EWB-USA
- Coordinate between the Chapter, the West Chapter Region, and EWB-USA
- Ensure that all orders and resolutions of the Chapter are carried into effect
- Be the central point of contact with all Professional Organizations and all other organizations associated or supportive of the Chapter
- Have cosignatory power over the Chapter's account with the Treasurer
- Prepare agendas for both the Executive and Board of Directors meetings
- Ensure that all Board's conference notes, orders, resolutions and resulting meeting action items are correct and carried into effect
- Initiate ad hoc committees as seen fit, with the approval of the Executive Board
- Ensure that no positions associated with Chapter and Project Leadership are vacant
- Initiate ad hoc committees as seen fit, with the approval of the Executive Board
- Preside over all the Executive Board and Board Directors meetings of the Chapter
- Assist with fundraising
- Lead annual elections of members to the various Chapter Boards
- Assist with membership recruitment
- Represent the Chapter at public engagements
- Be the last person to review and approve reports to EWB-USA

Vice President of Operations

- The duty of the Vice President Operations shall be to familiarize oneself with Chapter affairs and functions and to help conduct the business of the Chapter as deemed appropriate by the President.
- Assure smooth and efficient operations of the OC EWB chapter
- In the absence or disability of the President, perform the duties and exercise the powers of the President
- Assist the President in the Chapter's internal and external operations
- Assist the other Executive Officers with chapter management tasks as needed
- Participate in all Executive and Board of Directors meetings
- Support with Recruiting and organizing member tasks with the Membership director

Vice President of Projects

- Coordinate with the Project Team Leaders to ensure that the Chapter and EWB-USA project management practices are followed in the execution of projects
- Oversee the status of EWB-USA approved projects associated with the Chapter
- Ensure that all projects meet EWB-USA procedures and guidelines
- Assist in establishing project teams, schedules, goals and budgets
- Oversee that projects are following established timeline and budget
- Review and approve reports to be send to EWB-USA
- Maintain the Chapter Project Handbook (fluid document) that includes project process steps, lessons learned, list of Chapter resources and any other material that may be relevant to project teams
- Participate in all Executive Board and Board of Directors meetings
- Relay needs and report on progress of Project teams to the Executive Board
- Report information from Executive Board and EWB-USA back to Project
- Leads
- Conduct monthly virtual or in-person meetings with all Project leads
- (Does not necessarily attend all team meetings, but attend them at own discretion. Other members such as President, Treasurer, and Fundraising Coordinator etc. may be included on a need-be basis)
- Ensure that Project teams have some forum of communicating and learning from each other so they do not feel isolated from the Chapter. Provide a platform for leads to build a relationship –monthly meeting or a more informal gathering based on your discretion

NOTE: The holder of position shall have Project Management experience and direct experience on EWB projects and have a thorough understanding of EWB-USA procedures, or experience, which is deemed relevant by the Board

Secretary

- Responsible for arranging and recording meeting events,
- Keeping organized meeting notes and any electronic files or accounts relevant to the chapter
- Providing new members access to the data storage media (if needed)
- Sending out meeting reminders
- Keeping the team's electronic calendar up-to-date
- Preparing facility and equipment for team meetings
- Record and distribute minutes of the Board of Directors and Executive Team Meetings
- In close cooperation with the Coordinators and Officers of the chapter, assist in maintaining consistent and ongoing communication between the Chapter, its members, sponsors and EWB-USA
- Maintain and update records of the membership status of all chapter members in close cooperation with the Membership Coordinator
- Maintain records of elections

- Be available to provide documents as requested and field questions from project leads and voting members regarding board member activities, Chapter functions, Bylaws etc
- Participate in all Executive and Board of Directors meetings
- Maintain and update official copies of the Constitution and Bylaws
- Keep inventory of EWB-OC equipment (med kits, banners, water testing equipment, etc.)

Treasurer

- Receive, account and report to EWB-USA, all income and account and report to EWB-USA all approved expenditures of the Chapter as per the EWB-USA Financial Policies and Guidelines
- Prepare the financial section of the Annual Report of the Chapter for the use by the Past President
- Be responsible for the accounts of the Chapter and be subject to audit as prescribed in the Bylaws of the Chapter
- Have cosignatory power with the President over the Chapter's account
- Prepare a record of transaction and financial forecast on a monthly basis to be reviewed and accepted at the monthly Board of Directors meetings
- Assist the Project Teams and Coordinators in the preparation and presentation of their Budgets and financial forecasts
- Participate in all Executive and Board of Directors Meetings
- Assist with fundraising

Director of Membership

- Attend monthly Board of Directors meetings to ascertain the membership needs from Project Leads and Committees
- Organize General meetings. Tasks associated with this include:
 - Determine a date and arranging for a meeting location
 - Arrange for a speaker
- Update the website calendar with details and agenda of the meeting
- Provide meeting information for creation of invitations and e-blast
- Take RSVPs
- Follow up with those who attended
- Maintain an up-to-date database of members including contact information, skills, interest etc. for role specific outreach
- Be responsible for maintaining the "Volunteer" portion of the website, including posting open positions
- Reach out personally to new members who sign up through EWB-USA and our website
- Support all email blast needs as required by Board members, Team Leaders, and any other committee leader.

Past President

- Prepare and submit the Annual Report to West Coast Region of EWB-USA
- Give advice and guidance to the new board members, as requested
- Promote the Chapter

NOTE: The Past-President is not a voting member of the Executive Board, yet may be called upon to cast a deciding vote in the instance of a Presidential vote tie