This Constitution is the Approved and Official Constitution for:

Club Name: Engineers for a Sustainable World

From the Engineering Council

Number of Pages: 8

Date Approved: 5/3/17

Club Officer

Position: President

Name: Madeleine Dewey

Signature: Madeleine Dewey

Date: 5/3/17

Council Coordinator

Name: Tanahny Escamilla

Signature: Tanahny Escamilla

Date: 5/3/17

Student Association Vice President

Name: Gina Nasca

Signature: Gina Nasca

Date: 4/28/17
Engineers for a Sustainable World

USA – University at Buffalo

Chapter Constitution

Founded: October 2004

Updated: April 17th, 2017

Submitted to SA April 21st, 2017
Article I – Name

1.0 The name of this organization shall be Engineers for a Sustainable World-University at Buffalo, abbreviated ESW-UB.

Article II- Affiliation

2.0 ESW-UB will be affiliated with Engineers for a Sustainable World USA and their associated chapters founded at various post-secondary institutions throughout the United States.

Article III- Mission Statement

3.0 Engineers for a Sustainable World partners with communities and organizations to develop appropriate, sustainable solutions that improve their quality of life and that of future generations. Furthering students’ education in engineering. ESW-UB will bring together those with interest in the development and implementation of appropriate sustainable technologies in partnership with communities. In the interest of implementing the mission statement, the objectives of ESW-UB are to:

3.0.1 Raise awareness of development issues and the critical role of engineers to engage in socially-responsible endeavors.
3.0.2 Support students, faculty, and professionals interested in the design and implementation of appropriate technologies.
3.0.3 Create and support events or activities that enable ESW-UB to achieve the goals of the mission statement.
3.0.4 Run projects that allow members to actively work to achieve the goals of the mission statement.
3.0.5 Consistently work to create a positive image of ESW-UB, the Student Association, and the University.
3.0.6 Remain involved in local and campus affairs relating to sustainability.

3.1 ESW-UB was founded to:

3.1.1 Partner technical and educational resources to develop sustainable technological solutions in communities where need has been locally identified.
3.1.2 Promote awareness of technological challenges in underserved communities.
3.1.3 Promote awareness of sustainable technology appropriate to the community in terms of culture, resources, and local demand.
3.1.4 Form and sustain dynamic partnerships between students, academia, and professionals in service to ESW-UB.
3.1.5 Create awareness and increase knowledge of current world situations.
Article IV Qualification of membership:

4.1 Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

4.2 Voting Member

1. Only undergraduate students of the University at Buffalo may be voting members of the club.

2. In order to become a voting member one must attend:
   a. Two club meetings
   b. 1 event per semester.

4.3 Non-Voting member

1. Any undergraduate or graduate University at Buffalo Student or faculty member may be a non-voting member of the club.

Article V- Officers

*Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the university at Buffalo to become and stay officers of this club.*

Article VI-Executive Officers

6.1 Executive Board members shall be known as President, Vice President, Treasurer, Secretary, Advertising Outreach Coordinator, and Project Funding Specialist.

6.2 To be eligible for an executive position one must be able to perform the duties of the position as listed below and as dictated by conventions of the club for the full term of service.

6.3 A term of office for an executive will consist of a 12-month term beginning on May 1st and ending on April 30th of the following year.

6.4 Duties and responsibilities of the executive board:

6.4.1 Review Project Applications and designate Project Leaders as needed.

6.4.2 Direct activities and events of ESW-UB as defined in Article III and IV.

6.4.3 Approve any expenditure incurred in the current term.

6.4.4 Remain accessible via email and/or phone throughout their term including all breaks; exceptions shall be via discretion of the President.

6.4.5 Perform duties that enable ESW-UB to achieve the goals of the mission statement.
6.5 President

The President will represent ESW-UB to members of ESW-UB, members of ESW-USA and those external to ESW. Duties include:

6.5.1 Plan and run general and executive board meetings, including room/tech reservations for such meetings

6.5.2 Develop and manage the executive board

6.5.3 Act as a signing authority for ESW-UB

6.5.4 Network with other sustainability groups on and off campus

6.5.5 Network with other ESW chapters

6.5.6 Maintain communication with the Engineering Department

6.5.7 Work to bring guest speakers to meetings/separate events

6.5.8 Monitor the progress of all club activities and issues via communication with the E-board.

6.5.9 Work with the treasurer to draft budget proposals for the next year

6.5.10 Organize any needed E-Board training and team building events

6.5.11 Attend E-Council meetings

6.6 Project Coordinator - Vice President

The Vice President will be responsible for disseminating information regarding projects. Duties include:

6.6.1 Coordinate individuals involved with research and projects including, but not limited to professors and students.

6.6.2 Maintain records pertaining to the research and projects associated with ESW-UB.

6.6.3 Perform duties that enable ESW-UB to achieve the goals of the mission statement.

6.7 Treasurer

The Treasurer will be responsible for the handling of all funds associated with ESW. Duties include:

6.7.1 Prepare a proposed budget for approval

6.7.2 Prepare financial statements at the end of each four-month term.

6.7.3 Act as signing authority for ESW-UB.

6.7.4 Track income and expenditures for ESW-UB.
6.7.5 Collect receipts for reimbursement money spent and issuing reimbursement.

6.7.6 Coordinate the postal box.

6.7.7 Ensure that financial regulations of Student Association are followed.

6.7.8 Solicitation of funds to support the mission of ESW.

6.7.9 Create proposals for internal and external funding.

6.7.10 Coordinate with ESW-UB to seek funding from national and international organizations.

6.7.11 Organize any fundraising events needed if more money is needed to run events than ESW-UB has in its possession.

6.7.12 Perform the duties that enable ESW-UB to achieve the goals of the mission statement.

6.8 Event Coordinator - Secretary

The Secretary will be responsible for the ESW-UB and coordination of ESW-UB events. Duties include:

6.8.1 Organize and coordinate the issuance of memberships and maintain the membership list.

6.8.2 Establish and maintain legacy documents to use in the organization’s transition.

6.8.3 Work to expand membership amongst students, faculty, staff, and professionals.

6.8.4 Organize event participants who are external to ESW-UB (e.g., guest speakers).

6.8.5 Book space for events and settle any remuneration required.

6.8.6 Addition and deletion of users on the mailing list.

6.8.7 Record, distribute and archive the minutes of all executive meetings.

6.8.8 Dissemination of information regarding the goings-on of the chapter and keeping all members informed of events and updates.

6.8.9 Advertise, including posting of notices and events.

6.8.10 Perform duties that enable ESW-UB to achieve the goals of the mission statement.

6.9 Advertising and Outreach Coordinator

6.9.1 Maintain contact and communication with ESW-USA regarding partner Non-Governmental Organizations (NGO’s).

6.9.2 Perform duties that enable ESW-UB to achieve the goals of the mission statement.
6.9.3 Coordinate establishment of partnerships with local community organizations.

6.9.4 Maintain Social Media

Article VII- The Budget

7.0 The Treasurer shall prepare a budget for approval by the executive board prior to approval by the members in advance of budget hearing.

7.0.1 Adjustments may be made prior to the budget hearing with the approval of the executive board and members.

7.0.2 The Treasurer shall consult the executive board and project leaders in determining need for the budget.

7.1 A final financial statement shall be presented to the membership at the last general meeting of the semester.

Article VIII- Meetings

8.0 General meetings will take place at least once a month during scholastic year (September-April).

a. Meetings will go over upcoming events and project updates

b. Quorum: Minimum of ten overall members in attendance

8.1 The executive officers shall meet at least once a month; additional meetings may be called at the discretion of the President.

a. Quorum: For Executive Board meetings, 2/3 of the E-board must be in attendance

Article IX- Elections

9.0 Elections shall occur before or during the first week of April.

9.1 All ESW-UB members will be notified three weeks in advance that nominations for all executive officer positions are open.

9.2 All are allowed to self-nominate or nominate others as long as they are active undergraduate members, and the President will notify all nominees.

9.3 Nominees are required to submit their qualifications to the President stating their intent and qualifications for running. In the event that the president is running in the election an e-board member who is not running will accept the qualifications and fulfill the duties the president would otherwise perform during the election period. In addition, a speech is to be presented to the members stating their qualifications for running.
a. Anyone running for an executive board position must be an undergraduate student of the University at Buffalo and in academic good standing. The requirement for academic good standing is defined by the University at Buffalo.

9.4 A nominee may run for more than one position but may accept only one position.

9.5 The month of April shall be used as a training month for new officers. During this time each officer serves to mentor and properly train the officer incoming to their position to provide smooth transition and allow the club to achieve its goals as per the mission statement.

Article X – Impeachment

10.0 Officers of ESW-UB may be impeached if they are found to be negligent of their duties as defined by this constitution.

10.1 A request to impeach an officer may be made by any active (as defined in Article IV) member of the club as long as a fair and constitutional reason is given.

10.2 An executive board meeting is to take place within one week of the impeachment request where the issue is to be discussed. Members who have relevant knowledge either for or against impeachment are invited to attend.

10.3 The final issue will be decided by the active members of the club (defined in previous sections). If 3/5 of the members are in favor, the officer in question will be removed from their position.

10.4 A new officer will be voted on by the general body as per Article VI and IX.

10.5 Resignation (Self-impeachment)

   a. The entire club body will be informed via email

   b. Hold a general meeting for nominations followed by elections (within 2 weeks of official resignation)

Article XI- Amendments

11.0 Any full-time undergraduate member of ESW-UB can submit a proposal for an amendment to the ESW-UB Constitution at any general meeting.

11.1 The amendment shall be read at two consecutive meetings with a vote held upon the second reading.

   10.2.1 After the first meeting the amendment will be posted on the webpage and distributed to all members via e-mail or other forms of communication.

   10.2.2 Full undergraduate members will be allowed to propose changes throughout the process.
11.3 An amendment will occur only when two thirds of the total membership in attendance approves in addition to 50% of the executive board.

11.3.1 If 80% of the membership in attendance is in favor of an amendment, the objections of the executive board may be overruled.

11.3.2 The amendment will take effect when the Student Association approves

11.3.3 Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.

11.3.4 Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.