

CONSTITUTION AND BYLAWS
of the
PUGET SOUND PROFESSIONAL CHAPTER
of
ENGINEERS WITHOUT BORDERS – USA

ARTICLE I – Name, Location and Objectives

Section 1. The name of this association shall be the Puget Sound Professional Chapter of Engineers Without Borders-USA (EWB-USA), hereafter referred to as the Chapter.

Section 2. The Chapter boundaries shall generally be defined as the area within the State of Washington west of the Cascade Mountains, east of the Puget Sound, and south of Skagit County. The Chapter recognizes that those boundaries are not exclusionary or inviolate, and may need to change as other chapters develop within the state and externally.

Section 3. Chapter meetings will be conducted in the Seattle, Washington area.

Section 4. The objective of the Chapter shall be to facilitate student and professional development and cooperation within the geographic boundaries of the Chapter. This chapter will mentor and support engineering students and professionals involved in EWB-USA approved projects, in a manner consistent with the objectives of EWB-USA.

Section 5. In the pursuit of the objectives, the Chapter shall not operate in conflict with the Constitution and Bylaws, or the Rules of Policy and Procedure of EWB-USA, where applicable.

ARTICLE II – Membership

Section 1. The membership of the Chapter shall consist of professionals who reside within the Chapter boundaries. Such will be deemed Members of the Chapter on the basis of their address of record with EWB-USA. Membership will be extended to others residing outside the Chapter boundaries on a case-by-case basis.

Section 2. Each Member shall be a Voting Member of the Chapter upon subscribing to the Constitution and Bylaws of this Chapter as evidenced by a payment of current year EWB-USA dues.

Section 3. Active participation in Chapter projects is restricted to Voting Members in accordance with the bylaws of EWB-USA.

ARTICLE III – Chapter Executive Committee

Section 1. The Chapter Executive Committee shall manage the affairs of the Chapter in accordance with the bylaws under which the Chapter is organized and with the provisions of the Constitution. Thus the Executive Committee has the principal responsibilities of developing policy, appointing committee members for the other Chapter committees, authorizing all financial expenditures, scheduling meetings, ratifying project selection, approving project staffing assignments, overseeing project execution, and generally 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. The voting of the Executive Committee may be conducted as a voice vote, or via proxy as provided in the Bylaws. The Executive Committee meetings will be open to observers from the Chapter membership.

Section 3. The Executive Committee, in which the governance of the Chapter shall be vested, shall consist of the following positions:

1. The President
2. The President-Elect
3. The Secretary
4. The Treasurer
5. Project Coordinator
6. Sustainability Coordinator
7. Fundraising Coordinator
8. Membership Coordinator
9. Student Chapter Coordinator
10. Webmaster – non voting
11. Past President – non voting
12. Publicity and Outreach Coordinator

Section 4. Each Voting Member of the Chapter shall be eligible for election to the Executive Committee. Three of the four Chapter officers (President-Elect, Secretary, and Treasurer) and all the committee Coordinators will be elected by vote of the Voting Members. The office of President is not elected, but shall be assumed by the President-Elect at the end of each Presidential term. The Webmaster will be appointed by the Executive Committee and will serve for an unspecified period.

Section 5. The terms of office of the elected Executive Committee members shall be

- (a) The terms of office for the President and the President-Elect shall be one year.
- (b) The terms of all other Executive Committee members shall be two years.
- (c) All terms shall begin on the first day of the month following Chapter elections and shall continue for the designated length, or until a successor is duly selected.
- (d) A Voting Member shall only be eligible to hold one elected position at a time.

- (e) A 2-year-term Executive Committee member may serve up to three consecutive 2-year terms and then begin serving again up to this same maximum of 6 years after an absence of at least one 2-year term.
- (f) A Past-President may stand again for election to the position of President-Elect following completion of their term as Past-President.

Section 6. In the event of a vacancy in the office of President, the President-Elect shall succeed immediately to that office for the remainder of the departing President's term, and then continue in office through their elected term. The new President shall appoint an acting President-Elect to temporarily fill that office until the next scheduled elections. Vacancies in the offices of Secretary, or Treasurer and in the position of a Committee Coordinator shall be filled with an appointment from the Voting Membership by the Executive Committee, and each appointment shall be for the remaining term.

Section 7. The duties of the regularly elected officers, coordinators and the Webmaster shall be defined in this Constitution and as directed by the Executive Committee.

- (a) The duties of the President shall be to conduct the business of the Chapter with the other members of the Executive Committee and coordinate between the Chapter, the West Coast Region, and EWB-USA. The President shall see that all orders and resolutions of the Chapter are carried into effect. The President shall preside over Executive Committee and Chapter meetings.
- (b) The duties of the President-Elect shall be to perform the duties assigned to him or her by the President, and to prepare the Annual Report to the West Coast Region of EWB-USA. The President-Elect 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 overseeing the content of the website; he or she shall be a member of the Student Chapter Committee. 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 the use of the President-Elect; he or she shall be responsible for the accounts of the Chapter and subject to audit as prescribed in the Bylaws of this Chapter; he or she shall be a Member of the Fundraising Committee.
- (e) The duties of the Project Coordinator shall be to coordinate with EWB-USA and student chapters on the identification and selection of projects, manage project staffing, and monitor project progress. The Project coordinator shall be the director of the Projects Committee.

- (f) The duties of the Sustainability Coordinator shall be to manage the affairs of the Sustainability, Evaluation and Research Committee and to coordinate the committee's activity with the Project Committee.
- (g) The duties of the Fundraising Coordinator shall be to oversee fundraising activities and to coordinate with the Treasurer and project staff so that funds collected are banked and allocated in accordance with the purpose for which they were collected. The Fundraising Coordinator shall be the director of the Fundraising Committee.
- (h) The duties of the Membership Coordinator shall be to maintain the membership data bank on a concurrent basis, and to assist potential new members with membership responsibilities. The Membership Coordinator shall be the director of the Membership Committee.
- (i) The duties of the Student Chapter Coordinator shall be to establish and maintain communications and cooperation with the student chapters with which the Chapter has affiliations. The Student Chapter Coordinator shall be the director of the Student Chapter Committee.
- (j) The duties of the Webmaster shall be to create and maintain the Chapter website, keeping all information current.
- (k) The duties of the Publicity and Outreach Coordinator shall be to lead efforts to raise awareness and generate interest in the activities of the Chapter and EWB-USA. Focus of efforts will be general public, business community and engineering industry in the Pacific Northwest.

ARTICLE IV – Committees

Section 1. The chapter committees are established with responsibilities generally as indicated below and as may be further defined by the Executive Committee. Each committee shall consist of an elected director, who is designated the committee Coordinator, and a minimum of two other members. These other members will include one of the Chapter Officers where so designated, and one or more members appointed from the Voting Chapter membership by the Executive Committee. Each committee at its discretion may form subcommittees in order to effectively carry out its assigned responsibilities. Subcommittees shall have a minimum of two members.

- (a) The Projects Committee shall be responsible for initial screening and identifying potential Chapter projects, bringing these to the attention of the Chapter membership, coordinating the project selection and application process, coordinating the project staff assignments, and monitoring project execution.

- (b) The Sustainability, Evaluation and Research Committee shall be responsible for the following:
- Establishing criteria, standards and procedures for evaluating the social, cultural and environmental sustainability of each project.
 - Defining public health, environmental, social and cultural indicators to be applied in determining the outcomes of each project.
 - Overseeing research to identify appropriate technology, social impacts, and cultural practices, and to ensure that these factors are given appropriate emphasis in the design and implementation of each project.
- (c) The Fundraising Committee shall be responsible for coordinating all Chapter fundraising activities and providing assistance and guidance to project-level fundraising efforts. The Committee shall include the Chapter Treasurer in addition to the Coordinator and appointed members.
- (d) The Membership Committee shall be responsible for creating and maintenance of the Chapter membership database. The database shall include the following information for each Voting and Non-Voting Chapter member:
- Name
 - Contact Information
 - Skills including languages
 - Interests relative to project volunteering
 - Dues status
- (e) The Student Chapter Committee shall be responsible for establishing and maintaining communications and coordination with affiliated student chapters. Project level coordination with student chapters will be the responsibility of the project staff. The Committee shall include the Chapter Secretary in addition to the Coordinator and appointed members.
- (f) The Publicity and Outreach Committee will be responsible for building awareness of the Chapter and EWB-USA within the Puget Sound region. It will coordinate the publicity of Chapter activities as directed by the Executive Committee and work closely with the Fundraising Committee. It will also conduct targeted outreach activities to support the Chapter to the local engineering community, domestic and international funding agencies, environmental groups and other parties.

ARTICLE V – Amendments

Section 1. This 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 Committee members and shall be promptly presented thereafter at the next meeting of the full 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 three weeks thereafter for the canvassing of the ballots.
- (c) It shall receive an affirmative vote of not less than two-thirds of the Voting Members of the Chapter casting ballots.
- (d) If approved by the Chapter, the Secretary shall immediately amend the Constitution and/or Bylaws, and present the amended document(s) to the members of the Executive Committee for review and approval. The Secretary shall read the amended Constitution and/or Bylaws into the record at the next regularly scheduled meeting of the Chapter.

ARTICLE VI – 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.

Section 2. Should dissolution of the Chapter occur, the assets remaining after the payment of the debts of the Chapter shall be conveyed to EWB-USA.

Section 3. Elections:

- (a) Chapter members do not need to meet the requirements for Voting Membership in order to stand for office or to cast a vote in the inaugural Chapter election.
- (b) Officers and Coordinators elected in the inaugural Chapter election will have 30 days following the publishing of the election results to meet the criteria for elected office. Any elected person failing to meet those criteria in the time allotted will be automatically deemed ineligible for office and will be replaced by a member appointed by the Executive Committee from the Voting Membership.
- (c) In the event that no member stands for election to one of the committee coordinator positions, that position shall be filled by appointment from the Voting Membership by the Executive Committee.

- (d) In the event of a voting tie for an elected position, the winner will be determined by a coin toss.
- (e) Elections will be conducted electronically following procedures determined by the then governing Executive Committee, including the interim Executive Committee organized to establish and charter the Chapter.

Section 4. The fiscal year of the Chapter is October 1 through September 30.

ARTICLE VII – Election Process for Executive Committee Members

Section 1. Election of the President-Elect position shall occur every year. Election of the other Executive Committee positions with two year terms shall be staggered.

- (a) In even numbered years, the following positions shall be up for election:
 - Treasurer
 - Project Coordinator
 - Publicity and Outreach Coordinator
 - Membership Coordinator
- (b) In odd numbered years, the following positions shall be up for election:
 - Secretary
 - Sustainability Coordinator
 - Fundraising Coordinator
 - Student Chapter Coordinator

Section 2. An announcement of upcoming solicitation of nominations will be distributed to the Chapter membership on the first weekday in September. The announcement will include a list of the positions to be filled, the criteria nominees must meet (e.g. qualified Chapter member and other qualifications that the Executive Committee determines are required for each position) and provide the link for details on how to join the Chapter and become qualified member.

Section 3. Nominations will be solicited from Chapter membership electronically on the first weekday in October. A second solicitation will be sent to Chapter membership on October 15. Nominations shall be submitted to the Secretary of the Chapter before November 1. Following the nomination cutoff, members of the Executive Committee will conduct reference checks of the nominees prior to preparing ballots. The purpose of the checks is to see that the nominees meet the minimum qualifications established for the office or coordinator position for which they have been nominated. The Executive Committee will request that nominees for selected positions appear before the Committee as part of the qualification verification process.

Section 4. Following the nomination process and by mid-November, the Secretary shall prepare and post electronic ballots listing all qualified nominees on the Chapter website for review by voting members of the Chapter. Elections will be conducted during the first week of December. The candidate receiving the highest number of votes for each office being voted on shall be declared elected. In the event of a tie, the Executive Committee shall decide the winner by whatever method the Committee deems most appropriate (e.g. coin toss, interviews and a committee vote, etc.). New officers and committee coordinators shall assume office on the first day of January.

Section 5. The Executive Committee will hold a regular committee meeting in mid-December that will be attended by both current and new members. The purpose of this meeting will be to provide information to the new committee members on what has taken place to date and provide for continuity between the outgoing and new Executive Committees.

Section 6. The new Executive Committee will hold its first meeting in January after its election. Members of the outgoing Executive Committee will be invited to attend this meeting.

Record of Amendments

The By-Laws as recorded above reflect changes made by the following amendments:

Amendment 1	Feb 2005
Amendment 2	June 2005
Amendment 3	August 2006
Amendment 4	June 2010