

**OPERATING PROCEDURES OF  
ENGINEERS WITHOUT BORDERS USA WASHINGTON DC PROFESSIONAL CHAPTER  
Ratified: MARCH 1, 2014      Updated: MARCH 1, 2014**

**Article I: Name**

The name of the chapter shall be Engineers Without Borders USA Washington DC Professional Chapter, abbreviated EWB-DC, hereafter referred to as the Chapter.

**Article II: Affiliation Statement**

The Chapter is a chapter of Engineers Without Borders USA (EWB-USA). The Chapter must uphold the signed chapter agreement and adhere to EWB-USA policies and procedures.

**Article III: Purpose**

**Section 1: Mission**

EWB-USA supports community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders.

**Section 2: Principles of Development**

Each EWB-USA program is developed to be specific to the needs, resources and constraints of the community with which the EWB-USA chapter is partnering. The community drives the program and both the community and chapter in partnership do all work.

**Article IV: Membership**

**Section 1: Eligibility**

Voting Members of the Chapter shall consist of any persons who subscribe to the Operating Procedures of the Chapter, are current on annual dues to EWB-USA, and are affiliated with the Chapter.

**Section 2: Affiliation**

Voting Members of the Chapter shall also be registered members of EWB-USA, consistent with the policies and procedures of EWB-USA.

**Section 3: Non-Discrimination**

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.

**Article V: Executive Committee**

**Section 1: Composition**

The Executive Committee of the Chapter shall be composed of the President, Vice-President,

Treasurer, Secretary, and Immediate Past President. The Executive Committee will manage the affairs of the Chapter in accordance with the Operating Procedures of the Chapter.

## **Section 2: Delegation of Authority**

The Executive Committee may appoint and dismiss Coordinators or Leads in specific areas including, but not limited to, Outreach, Fundraising, Membership, Webmaster, Professional Organization Liaisons, and Project Leads.

Appointment and dismissal shall be approved by a simple majority of the Executive Committee. Appointees shall serve until the sooner of the end of the Executive Committee's term or until dismissed.

## **Section 3: Voting**

Voting shall take place by any means deemed necessary by the Executive Committee including, but not limited to, acclamation, paper ballot, electronic ballot, or any combination thereof.

In the event of a tie vote, The President shall cast an additional vote.

## **Section 4: Term of Office**

Each officer of the Executive Committee shall serve a term of one (1) year. The term shall begin on October 1 of the year of election and end on September 30 of the following year.

## **Section 5: Duties**

The duties of the officers of the Executive Committee shall be as defined:

### **President**

1. Set chapter objectives and goals for the upcoming year.
2. Manage Chapter activities and facilitate Chapter meetings.
3. Maintain communication with EWB-USA and the State Representative by reporting on Chapter activities, changes, and progress.
4. Disseminate information from EWB-USA to Chapter members.
5. Ensure EWB-USA is represented professionally in conduct, communication, and at events.

### **Vice President**

1. Assume the responsibilities of the President in his/her absence.
2. Manage internal Chapter relations.
3. Ensure that all Chapter programs are operating in accordance with EWB-USA policies and procedures.
4. Ensure cost, scope, and schedule for each project is within acceptable tolerances.

### **Secretary**

1. Coordinate with the President on the agenda for all chapter meetings.
2. Record and distribute minutes from chapter meetings.
3. Update and generate external chapter communications such as posters, brochure, website, newsletter within EWB-USA branding guidelines.

### **Treasurer**

1. Plan short and long-term financial goals for the chapter.
2. Advise chapter on the financial status on a monthly basis.
3. Maintain compliance with EWB-USA financial policies.
4. Reconcile monthly financial reports with chapter records.

**Immediate Past President**

1. Office is filled by the President of the preceding Executive Committee.
2. Assist the Executive Committee in the maintenance of continuity between one administration and the next.
3. Assist the Executive Committee as requested in matters of Chapter operations.

**Article VI: Elections of Executive Committee Officers**

**Section 1: Frequency**

Elections shall be held each year in September to determine the officers of the Executive Committee with the exception of the office of Immediate Past President. The President of the Executive Committee shall be appointed to the office of Immediate Past President of the succeeding Executive Committee.

**Section 2: Eligibility**

All Voting Members shall be eligible for nomination after six (6) consecutive months of membership or as deemed necessary by the Executive Committee.

**Section 3: Nominations**

Any Voting Member of the Chapter may nominate one (1) or more qualified persons for each of the offices of the Executive Committee. A Voting Member must second each nomination.

**Section 4: Voting**

The Secretary shall present the nominees to the Voting Members via paper or electronic ballot, as determined by the Executive Committee. The nominee receiving the highest number of votes for each office shall be declared elected.

**Section 5: Vacancies**

In the event of a vacancy in the office of President, the Vice President shall succeed to that office. The President shall fill other vacancies of the Executive Committee from among the Voting Members with approval by a simple majority of the Executive Committee. All vacancies filled shall be for the remaining term.

**Section 6: Removal**

An officer of the Executive Committee may be removed by a two-thirds (2/3) majority approval of the remaining Executive Committee members.

**Sections VII: Meetings**

**Section 1: Frequency**

The Chapter shall meet at least once per month unless otherwise determined by the Executive Committee. All meetings shall be open to the general public.

**Section 2: Minutes**

The Secretary or a designee shall record meeting minutes and make them publicly available.

**Article VIII: Amendments****Section 1: Proposition**

One (1) or more Voting Members may propose an amendment to this Operating Procedure with the sponsorship of one (1) or more members of the Executive Committee.

**Section 2: Approval Process**

The Operating Procedure may be amended by the following process:

1. The proposed amendment is presented to the Executive Committee by the sponsoring Executive Committee member(s).
2. A simple majority of the Executive Committee may approve the proposed amendment to be presented to the Voting Members.
3. If approved by the Executive Committee, the Secretary shall present the proposed amendment to the Voting Members for approval.
4. The proposed amendment is considered approved if a two-thirds ( $\frac{2}{3}$ ) majority of the ballot-casting Voting Members approves.