

**The Constitution of the Engineers Without Borders  
– University of Manitoba Chapter  
Academic School Year – 2017-2018**

## **Article I – Name**

- 1.1 The name of this organization shall be Engineers Without Borders - abbreviated EWB.
- 1.2 The name of the national office shall be Engineers Without Borders/Ingénieurs Sans Frontières – Canada, abbreviated EWB-ISF Canada.
- 1.3 The name of this chapter shall be Engineers Without Borders – University of Manitoba Chapter, abbreviated EWB UManitoba.
- 1.4 The name “Executive” shall refer to the President and any member who takes on a leadership position or helps organize events.
- 1.5 The name “Council” shall refer to the voting members of EWB and any members holding an appointed position.
- 1.6 The name “Member” shall refer to every person in EWB UManitoba who agrees with EWB values and wants to contribute to the process of bringing these values into fruition.

## **Article II – Affiliation**

- 2.1 EWB UManitoba shall be affiliated with Engineers Without Borders/Ingénieurs Sans Frontières Canada (EWB/ISF Canada) and its associated chapters founded throughout Canada.
- 2.2 EWB UManitoba shall be affiliated with the University of Manitoba Student’s Union (UMSU), as a sanctioned student group
- 2.3 EWB UManitoba shall be affiliated with the University of Manitoba Engineering Society (UMES), as a sanctioned Engineering student group.

## **Article III – Mission Statement**

- 3.1 EWB UManitoba shall be guided by its chapter vision, and shall also abide by EWB-ISF Canada’s mission statement
  - 3.1.1 *EWB UManitoba mission statement*
    - 3.1.1.1 Creating a larger and more positive impact and presence on campus as well as in our local communities through fostering international knowledge

3.1.2 *EWB-ISF Canada mission statement:* [This mission statement is currently being rewritten at a national level]

3.1.2.1 Incubate systemic innovations, system change leaders, accelerate Africa's development

3.1.2.1.1 Be more intentional, rigorous, transparent: Build a reserve of funds, sequence investments, facilitate resource allocation process

3.1.2.1.2 Be more responsible: invest in management capacity, invested partnerships, creation of people team

#### **Article IV – Objective**

The primary objectives of the organization are as follows:

- 4.1 To promote, through our Canadian programs, an awareness of human and global development as well as how engineering skills can positively contribute to this development.
- 4.2 To promote the development of leaders within our chapter and community who have a commitment to human and global development.
- 4.3 To increase the impact and effectiveness of our overseas partners in helping Africans expand their freedoms and lead lives they value.
- 4.4 To develop a socially conscious community through the collaboration of the faculty of engineering, as well as the University of Manitoba.
- 4.5 To cultivate partnerships with similar-minded individuals or organizations.

#### **Article V – Paid Members**

- 5.1 Membership in the chapter shall be granted to any individual showing a commitment to furthering the objectives of EWB. However, being a paid member is mandatory for all voting members, team leads, as well as the president.
- 5.2 Paid members of EWB UManitoba shall benefit from the following:

5.2.1 Access to MyEWB.ca

5.2.2 Access to National and chapter mailing lists on MyEWB.ca

5.3 A registered one-year membership to EWB UManitoba shall be granted for a fee of \$20 CAD.

5.3.1 The fiscal term for the \$20 fee is May 1 to April 30

5.3.2 It is recommended that the individual pay their membership online at myewb.ca

5.3.3 An individual may “work off” this fee by organizing two fundraising events

5.4 Paid members of EWB UManitoba shall have access to the following for the full one-year term:

5.4.1 All benefits associated with an associate membership

5.4.2 Automatic membership to EWB-ISF Canada

5.4.3 Eligibility to vote at the EWB-ISF Annual General Meeting

5.4.4 Eligibility for holding a voting, team lead or presidential position within EWB UManitoba

5.4.5 Eligibility to attend the EWB Western Retreat

5.4.6 Eligibility to attend the EWB-ISF National Conference

5.4.7 Eligibility to participate in an overseas placement through EWB

5.4.8 Although not required, it is strongly encouraged that EWB UManitoba apparel be distributed to all paid members.

### **Article VI – Voting Members**

6.1 A voting member is a paid member who attends voting member meetings and who is on or contributed to one or more committees, and attended at least five events

6.2 Must be voted or appointed into their positions

### **Article VII – Meetings**

- 7.1 General meetings will take place at least once a month during each regular session term.
- 7.2 A meeting agenda shall be distributed at least 24 hours before the general meeting.
- 7.3 General meetings shall be open to anyone wishing to participate.
- 7.4 General meetings shall be chaired by members according to their relevancy.
  - 7.4.1 The chair for a meeting shall be selected at the previous general meeting, or at any time in the interim, by the president or upon request of voting member
  - 7.4.2 The first meeting of the school year shall be chaired by the president.
- 7.5 The first general meeting shall occur within the first three weeks of the school-year.
- 7.6 For issues relating to constitutional reform, budgetary changes, and chapter policy, a general vote will be required.
  - 7.6.1 For a vote to proceed, a quorum of 60% of the voting members will be required.
  - 7.6.2 All voting members of EWB UManitoba, with the exception of the chairperson, shall be given voting rights.
  - 7.6.3 In the event of a tie, the Consultant or Mentor shall cast their vote. If a tie remains, the chairperson shall cast the deciding vote.

### **Article VIII – Voting members**

- 8.1 Any student at the University of Manitoba is eligible to apply for an voting member position.
- 8.2 Only members of EWB-ISF Canada in good standing are eligible to hold voting member positions.
- 8.3 In the event that there is no student at the University of Manitoba to apply for a voting member position, an individual who is not a student at the University of Manitoba will be granted permission to hold voting rights unless section 7.1.3 applies
- 8.4 Any individual who is not a student at the University of Manitoba may act as a Consultant or Mentor to the student chapter and offer their advice,

but ultimately cannot vote unless there is a tie in the chapter vote

- 8.5 All voting members have the responsibility to:
  - 8.5.1 Contribute to the construction and execution of a chapter year plan which reflects the chapter's vision and interests, as well as goals of the voting members and team leads.
  - 8.5.2 Act as the National Representative for the chapter.
  - 8.5.3 Act as a resource, coach, mentor and leader for the chapter.
  - 8.5.4 Ensure the cohesion of and cooperation within the chapter.
  - 8.5.5 Recruit and support leaders from within the chapter, and ensure that ventures will be sustained the following year
  - 8.5.6 Remain up-to-date on issues relating to the committees or ventures, chapter's, and National Portfolio activities.
  - 8.5.7 Report, and later review any activity associated with his/her role using CHAMP.
  - 8.5.8 Begin training his/her successor immediately following voting member and team lead elections deemed to take place middle of February.
  - 8.5.9 Accomplish turnover with his/her successor by the end of May.
  - 8.5.10 Ultimately be responsible for his/her committee or venture in meeting the goals specified by the chapter's year plan
- 8.6 The following positions shall be held for a period of one year beginning on May 1 of each year.
- 8.7 **President – Specific Role and Responsibilities**
  - 8.7.1 Represents EWB UManitoba to members, EWB-ISF Canada, other chapters, and appropriate third parties
  - 8.7.2 Provides general guidance and support for the members, paid members, voting members, team leads, and promotes the chapter's vision
  - 8.7.3 Responsible for planning a general chapter turnover strategy, and for facilitating a smooth turnover by the chapter team leads by the end of the school year

- 8.7.3.1 Ultimately the team leads are responsible for their ventures turnover
- 8.7.4 Supports the team leads in their year planning, activities, leadership development, as well as monitoring chapter health and morale
- 8.7.5 Acts as one of three signing authorities for EWB UManitoba.
- 8.7.6 Attends the national presidential retreats or arranges for a chapter representative to attend in their place.
- 8.7.7 Appoints the third signing authority for the chapter bank account
- 8.7.8 Acts as a mediator between any member discrepancies that are chapter related.
- 8.7.9 Maintains contact with National Office to ensure proper information flow between National Office and Chapter members.
- 8.7.10 Any duty not inconsistent with the abovementioned duties

## **8.8 Finance – Specific Role and Responsibilities**

- 8.8.1 Administers the chapter bank account
- 8.8.2 Creates the chapter budget
  - 8.8.2.1 The chapter budget must be approved by the chapter Executive
- 8.8.3 Must understand, and be able to give advice on, matters of financial policy within EWB
- 8.8.4 Manages internal cash flows
- 8.8.5 Ensures a high level of transparency and ethics in chapter financial affairs
- 8.8.6 Acts as one of three signing authorities for EWB UManitoba
- 8.8.7 Creates monthly financial report to be submitted to EWB-ISF Canada's Chief Financial Officer
- 8.8.8 Maintain close ties with EWB-ISF Canada's Chief Financial Officer

## **8.9 Fundraising – Roles and Responsibilities**

- 8.9.1 Works with the Vice President of Finance at National Office to create a realistic fundraising target
  - 8.9.1.1 Ultimately responsible for the chapter reaching the fundraising target
- 8.9.2 Works with the paid members to ensure that fundraising events incorporate EWB's mission, and that they serve the chapter's vision
- 8.9.3 Creates opportunities for and encourages members to plan fundraising activities

## **8.10 Member Learning – Roles and Responsibilities**

- 8.10.1 Responsible for ensuring that all scheduled member education sessions are planned and carried out
- 8.10.2 Must become familiar with the educational resources available to the chapter, and incorporate them into the chapter learning plan
- 8.10.3 Responds to requests from the chapter for education modules on development topics
- 8.10.4 Creates opportunities for, and encourages members to learn about development, engage the public, and present their own member education modules; specifically, members are to be urged to learn about the following areas:
  - 8.10.4.1 Development Knowledge
  - 8.10.4.2 Creating Change
  - 8.10.4.3 EWB's Approach
  - 8.10.4.4 Leadership

## **8.11 Advocacy – Roles and Responsibilities**

- 8.11.1 Supports national-level advocacy initiatives
  - 8.11.1.1 Primarily through meetings with MPs and raising public awareness

## **8.12 Youth Outreach – Roles and Responsibilities**

8.12.1 Works to promote awareness of development issues in students under 18 years of age

8.12.1.1 Works with teachers to perform education sessions, including School Outreach presentations.

## **8.13 Global Engineering – Roles and Responsibilities**

8.14 Works to develop well-rounded role in engineering students

8.15 Works to instill a global awareness in practicing professionals

## **8.16 Public Outreach – Roles and Responsibilities**

8.16.1 Ultimately responsible for directing public engagement to encourage people to think and act pro-development

8.16.2 Organizes outreach activities designed to inform the campus community and general public about international development issues

8.16.2.1 Works with the paid members to ensure that outreach activities are well publicized, and that they promote EWB's charter and EWB UManitoba's mission

8.16.3 Liaison with the press to publicize EWB Manitoba's activities

## **8.17 Fair Trade – Roles and Responsibilities**

8.17.1 Raise awareness of the Fair Trade movement and why it is important to support Fair Trade

8.17.2 Through public awareness, create a demand for Fair Trade products at the University of Manitoba

## **8.18 Chapter Health – Roles and Responsibilities**

8.18.1 Ensures a healthy team atmosphere by providing opportunities for the chapter to get together in order to contribute to the development of EWB UManitoba's friendly atmosphere

## **8.19 Run to End Poverty – Roles and Responsibilities**

8.19.1 Recruit members and other participants to run in EWB UManitoba's yearly Run to End Poverty

8.19.2 Encourage members to build relationships, create public awareness, and fundraise for the event

8.19.3 Maintain a healthy relationship with Manitoba Marathon

8.19.4 Provide a dinner for runners the evening before the race in order to ensure runners are well prepared for the run

## **8.20 Junior Fellows – Role and Responsibilities**

8.20.1 Any person registered as a University of Manitoba student and who is not, at the time of application, enrolled in his/her final year of undergraduate studies, is eligible to apply for a Junior Fellowship

8.20.2 Only paid members of EWB-ISF Canada are eligible to hold a Junior Fellowship position

8.20.3 Must commit to a 16 month Junior Fellowship term consisting of:

8.20.3.1 4 months of pre-departure learning and training

8.20.3.2A 4-month overseas placement,

8.20.3.3 An 8-month in-Canada placement at the University of Manitoba

8.20.4 Must commit to completing the learning modules prior to his/her overseas placement

8.20.5 Must commit to working closely with the partner organization to further its goals and objectives, and to be a resource for the University of Manitoba chapter throughout his/her placement

8.20.6 Must commit to working closely with the EWB Manitoba chapter to further its goals and objectives

8.20.6.1 Since each Junior Fellow returns with different experiences and goals, the returning Junior Fellow must submit a definition of his/her role definition, to be approved by the voting members by a majority vote, within the first month of the school year

8.20.7 Must commit to preparing presentation and outreach materials based on his/her overseas placement as required by the various chapter programs

8.20.8 Engages in turnover with the incoming Junior Fellows

## **Article IX – Team Leads**

- 9.1 Any person registered as a student at the University of Manitoba is eligible to apply for a team lead position
- 9.2 Must be a paid members in good standing of EWB-ISF Canada
- 9.3 Team Leads are created at the discretion of the voting members
  - 9.3.1 Applicants must be must be voted in by a majority vote within the voting members
  - 9.3.2 The nominating paid member must submit a scope of work and possible ideas for the upcoming year for the Team Lead to the voting members
- 9.4 Team Leads hold their position until the end of the school year in which they were elected, but are expected to coach the incoming Team Leads after voting member and team lead election takes place
- 9.5 Team Leads are granted ‘exec’ status on myEWB

## **Article X – Impeachment Procedures**

- 10 Any member of the council, including President, Vice-Presidents, or Directors of EWB UManitoba deemed to be failing in his/her duties may be removed from office through the following procedure:
  - 10.1.1 The President will first approach the member on a one-to-one basis in order to communicate the details pertaining to the Executives’ interpretation of his/her failure to perform his/her duties. The explanation will include reference to specific occurrences, will be based on fact, and will constitute the first warning.
    - 10.1.1.1 If the member in question is the president, the president shall be approached by any one member of the executive.
  - 10.1.2 If the member has not made an attempt to rectify the problem, a second notification will be held. The will of the voting member to impeach a member will be communicated to him/her at this meeting.

- 10.1.3 A written motion shall be submitted to the President requesting an Impeachment Hearing for the council member in question.
  - 10.1.3.1 If the member in question is the President or the motion causes a conflict of interest for the President, the motion shall be submitted to EWB-ISF Canada and will be dealt with by EWB-ISF Canada.
- 10.1.4 The President shall bring the request of a vote of impeachment to the next Voting Member Meeting:
  - 10.1.4.1 The member in question shall not be permitted to vote.
  - 10.1.4.2 If approved by a majority vote, the President may relieve the member of his/her duties.
- 10.1.5 The member in question shall be given the opportunity to defend his/her position at the Impeachment Hearing if he/she so chooses.
  - 10.1.5.1 The voting member and the member in question shall choose a time and location for the Impeachment Hearing to be heard
  - 10.1.5.2 The Impeachment Hearing may be deferred no more than one time
  - 10.1.5.3 The member in question shall not be permitted to have more than one Impeachment Hearing
  - 10.1.5.4 After the Impeachment Hearing, a majority vote shall relieve the member in question of his/her duties.
- 10.1.6 The voting members shall fill impeached member's position as they see fit.
- 10.1.7 If the situation encounters high tension among members, any individual who feels they are involved or affected by the situation has the right to call for a `Conflict and Resolution Meeting`
  - 10.1.7.1 The request for this meeting will be sent to the President, where the President is then responsible for locating a mediator (such as someone from National Office) who is unrelated to the situation or individuals.
  - 10.1.7.2 This meeting will then follow the same process to the Impeachment Hearing.

## **Article XI – Junior Fellowship Program**

- 11.1 Junior Fellows will be chosen by a selections committee consisting of:
  - 11.1.1 A returning Junior Fellow
    - 11.1.1.1 If there is no returning Junior Fellow then the President will fill this position
  - 11.1.2 A representative from the National Office
  - 11.1.3 An advisor, chosen from the chapters voting members and elected with a majority vote by the voting members
    - 11.1.3.1 Potential advisors are to be nominated by a member of the voting members; self-nomination is permissible
- 11.2 The Junior Fellowship application process will proceed as follows:
  - 11.2.1 Junior Fellowships will be advertised at least one month before the application is due
  - 11.2.2 Prospective applicants are required to submit a one-page application detailing their intention, and reasons for applying for the position
  - 11.2.3 Applicants will be chosen for interviews based on their experience/knowledge, their enthusiasm/commitment, and any other criteria supplied by the National Office
  - 11.2.4 Interviews will be scheduled at least one week before they are to take place
  - 11.2.5 The decision of the selections committee will be released no later than one week following the completion of the interview process

## **Article XII - Finances**

### **12.1 Chapter Macro Finances**

- 12.1.1 The Team Lead of Finance must prepare a draft budget to be submitted to the voting members as part of his/her year plan

- 12.1.2 A final draft of the budget must be approved by the chapter members at the annual general meeting by a two-thirds (2/3) majority vote
- 12.1.3 Any budgetary amendments must be approved by the chapter members by a two-thirds (2/3) majority vote
- 12.1.4 A budgetary review will take place at the beginning of the second term of the school year, at which time a revised budget is presented to the membership, and the chapter financial situation is reviewed

## **12.2 Chapter Micro Finances**

- 12.2.1 Expenditures in excess of two hundred dollars (\$200) must be approved by the majority of the voting members
- 12.2.2 All donations requiring a tax receipt shall be submitted promptly to the EWB-ISF Canada's Office Administrator
- 12.2.3 Any person claiming expenses from EWB UManitoba is required to submit proof of purchase along with an expense claim form indicating:
  - 12.2.3.1 The name of the claimer,
  - 12.2.3.2 The reason for the expense,
  - 12.2.3.3 The amount to be reimbursed, with the associated GST indicated
- 12.2.4 Expense claims are to be processed within a week of receipt,
  - 12.2.4.1 All issued cheques must be signed by two of the three chapter signatories
- 12.2.5 All financial records shall be kept for no less than seven (7) years from the date of origin
- 12.2.6 The following items are to be filed by the Team Lead of Finance as part of his/her records:
  - 12.2.6.1 Expense claim forms (invoices of any kind), along with any associated cheques
  - 12.2.6.2 Copies of all incoming and outgoing cheques

12.2.6.3 Records of all other financial transactions

12.2.7 All incoming funding must be deposited within a week of receipt,

12.2.8 Cheques are only to be provided for expenses greater than fifty dollars (\$50)

12.2.8.1 A supply of petty cash is to be kept for the purpose of repaying expenses of less than fifty dollars (\$50)

### **Article XIII – Elections**

13.1 Any chapter voting members of EWB UManitoba is eligible to vote at elections, with the exception of the Chief Returning Officer.

13.2 Any individual who will be returning as a student at the University of Manitoba the following year is eligible to run for a position

13.2.1 In the event that there is no returning student at the University of Manitoba who is running for a position, special permission may be granted to that individual by returning students at the University of Manitoba as a voting member

13.3 The Presidential election will be held before the second week of February.

13.4 All remaining elections will be held once week after Presidential elections.

13.5 Quorum at the elections shall be 50% of the EWB Manitoba voting members

13.5.1 Quorum is required to proceed with the elections

13.5.2 voting members may designate a proxy using a physical, signed document.

13.5.3 Registered members having designated a proxy who is present shall be counted towards the quorum.

13.6 The election process is to be chaired, and votes are to be counted by the Chief Returning Officer (CRO)

13.6.1 The CRO must be a member of EWB UManitoba not running for one of the positions to be voted on

13.6.2 The CRO must be elected by the voting members through a two-thirds majority vote at least three weeks prior to the turnover

meeting

- 13.7 The CRO must notify the general membership and campus community of the date of elections, as well as the available positions at least three weeks prior to elections
- 13.8 Individuals running for a position need to make their intentions known to the CRO a week prior to the elections.
- 13.9 Candidates must comply with any requirements pertaining to their application as specified by the CRO
- 13.10 Elections voting shall be performed through a discussion of the individual and then a secret ballot vote
  - 13.10.1 Elections shall be determined by a majority vote
  - 13.10.2 In the event of a tie, mentors shall cast a vote, and if a tie remains the CRO will cast the deciding vote
- 13.11 By-elections shall be held within three weeks of an Team Lead position becoming vacant, providing that there are nominees for the position
  - 13.11.1 By-elections shall follow the same procedures as the general elections

#### **Article XIV – Signing Officers**

- 14.1 The chapter signatories shall consist of Finance, the President, and a third individual to be nominated by the President, and voted in by the voting members a two-thirds majority vote
  - 14.1.1 In the event that the President’s nomination is rejected, the voting members will be asked to vote via secret ballot for the chapter member of choice
- 14.2 Any decision requiring a signature and which will result in a binding agreement, shall be decided by a two-thirds (2/3) majority vote by the membership

#### **Article XV – Turnover**

- 15.1 All chapter leaders must complete turnover with their successors before May

- 15.2 The turnover process shall be administered by the outgoing president
- 15.3 A transition retreat shall be organized by the outgoing voting members to ensure that the new council members understand the importance and responsibility of being a chapter leader and to better understand the organization Engineers Without Borders
- 15.4 Transition of the voting members officially occurs on the first day of May, annually

## **Article XVI – Retreat Attendance**

### **16.1 National Conference**

16.1.1 voting members, as well as incoming Junior Fellows are provided with reserved positions on the conference team

16.1.1.1 A pre-approved member may opt out of attending the National Conference

16.1.2 The remaining positions must be advertised to paid members

16.1.2.1 If positions for National Conference remain, mentors within the chapter will be granted a spot

16.1.3 A voting member meeting will be called, in which to determine the number and level of subsidization of conference positions

16.1.4 Any paid member may apply for a conference position

16.1.4.1 Those wishing to attend the conference are to submit an application to the voting members

16.1.4.2 Preference will be given to new members wishing to take a leadership role in EWB UManitoba

### **16.2 Western Retreat**

16.2.1 voting members and chapter Team Leads are provided reserved positions on the retreat team

16.2.1.1 While it is not mandatory for voting members and team leads to attend the regional retreat, it is very strongly recommended that they should attend

16.2.2 The remaining spots are to be filled by the voting members discretion

16.2.2.1 Only voting members committed to being involved in the chapter planning process during the summer and the following school year should be allowed to attend the Western Retreat

### 16.3 **Subsidization**

16.3.1 Subsidization for the retreats is to be incorporated into the chapter budget, and may be adjusted as part of the budgetary review at the beginning of the school year

16.3.1.1 A special subsidized rate may be arranged by the President and Finance for chapter members unable to participate due to financial difficulties

## **Article XVII – Annual General Meeting**

17.2 The President must call an Annual General Meeting (AGM) during the summer term, immediately following the completion of year plans by the voting members

17.3 All paid members of EWB UManitoba in good standing are eligible to vote at the AGM

17.4 The agenda for the AGM shall consist of:

17.4.1 A call to order, to be seconded

17.4.2 A review of the chapter budget, submitted by the VP Finance

17.4.2.1 A motion must be passed to accept the proposed budget, and must be seconded

17.4.3 A review of year plans, as submitted by the voting members

17.4.3.1 A motion must be passed to accept each of the proposed year plans, and must be seconded

17.4.4 A motion to adjourn, to be seconded

## **Article XVIII – Amendments**

- 18.1 Any member of EWB Manitoba can submit a proposal for an amendment to the EWB Manitoba Constitution at any general meeting.
- 18.2 The amendment shall require a majority vote of two-thirds (2/3) of the members present at the meeting to pass.
- 18.3 The voting method used shall depend on the item being voted on, if a request for a secret ballot vote is issued, it must be adopted as the method for that vote
- 18.4 An amendment must be distributed to all members at least one (1) week before voting.

### **Article XVIII Chapter Sustainability**

- 19.1 During visioning and year planning the chapter shall develop and plan to implement ventures which directly address the priorities of the chapter with regards to chapter sustainability.
- 19.2 Essential components of chapter sustainability are recommended to be effective turnover of exec positions and knowledge, maintaining a membership of at least 20 engineering student, maintenance to the lounge space and finance.
- 19.3 Ventures which directly contribute to addressing the key priorities for chapter sustainability shall be considered crucial ventures and given precedence over all other venture first. Non-crucial shall be pursued once the exec is in agreement that ventures for chapter sustainability will be successful.
- 19.4 If a crucial venture is unfilled or not effectively managed by a current Team lead, Team leads of non-crucial ventures shall direct their best efforts towards the crucial venture in order to maintain chapter sustainability.