



Engineers for a Sustainable World

Student Chapter at The University of Texas at Austin™

Constitution and By-Laws

ARTICLE I – NAME

1.1 The name of this organization shall be Engineers for a Sustainable World at University of Texas at Austin, abbreviated ESW-UT.

ARTICLE II – AFFILIATION

2.1 ESW-UT will be affiliated with Engineers for a Sustainable World (hereinafter called “ESW”), a national non-profit organization.

ARTICLE III– PURPOSE

3.1. **ESW’s Vision.** A world in which engineering fosters environmental, social, and economic sustainability to improve both the quality of life and the condition of our planet.

3.2. **ESW’s Mission.** ESW mobilizes engineers and non-engineers through education, training, and practical action, building collaborative partnerships to meet the needs of current and future generations.

3.3. **ESW’s Goals.** In support of our mission, ESW’s primary goals are to:

- a) Stimulate, foster, and create an increasing and diverse community of students.
- b) Infuse sustainability into the practice and studies of every major.
- c) Strive to become a model of sustainability for all other organizations in campus.

3.4. **ESW’s Values.** The following are critical to ESW’s success:

- a) **People:** Our members, communities, and partners are the ultimate driving forces of ESW.
- b) **Diversity:** ESW values diversity of cultures, perspectives, professions, and life experiences.
- c) **Integrity:** Honesty, openness, accountability, and responsibility form the core foundation of our personal and professional relationships.
- d) **Partnerships:** We believe that effective engagement of partners is critical to the success and sustainability of our efforts.
- e) **Practical Action:** We seek to have lasting positive impact, through action that achieves measurable results.
- f) **Humility and Respect:** We recognize that we have as much to learn as we have to share in addressing the world’s critical challenges, and respect different ideas and approaches.

3.5. **Objectives.** ESW-UT will bring together students, faculty, and community members to support ESW's vision, mission and goals. In the interest of implementing the ESW mission, the objectives of ESW-UT are to:

- a) Nationals: Coordinate with the US National Office to help guide ESW's direction, and organize programs in conjunction with the national office and other Collegiate Chapters.
- b) Education: Integrate sustainable development and sustainability concepts into the engineering and other majors' curriculum.
- c) Projects: Facilitate the coordination of practical sustainable development projects that engage students, are supervised by professionals, and are coordinated with local partner organizations in the communities they impact.
- d) Outreach: Organize outreach programs and events to increase public awareness about sustainability, the critical role of science, engineering, and other majors, and engage the community in practical action.

ARTICLE IV – MEMBERSHIP AND VOTING

4.1. There is a national \$15 Student Membership Fee associated with being a student member of ESW.

4.2. All registered Members of ESW-UT will have voting rights within this Collegiate Chapter of ESW.

4.3. Members will have a voice in the delegation of ESW-UT by voting and attending meetings of the Executive Board.

ARTICLE V – Officer Team

5.1. **Officers.** There shall be nine (9) officers of the Executive Board, consisting of the following:

- a) President
- b) Vice President of Finance
- c) Vice President of Membership
- d) Vice President of Education and Outreach
- e) Vice President of Fundraising
- f) Vice President of Projects
- g) Vice President of Public Relations
- h) ESW External Representative
- i) Secretary

5.2. **Eligibility.** To be eligible for an executive officer position, one must be a UT-Austin student, registered ESW Member in good standing, and be available for the full term of service.

5.3. **Term.** A term of office for an executive will consist of a 12-month term beginning in December and ending in November of the following year. This term provides a 3-week transitional period for the orientation of new officers before the following semester. It also provide for a period of one semester in which previous officers can provide assistance to the new officers.

5.4. General duties. General duties and responsibilities of the executive board:

- a) Attend all Executive Board meetings, which are weekly unless specified by the president, and General Meetings.
 - i) Exceptions shall be provided with prior notice of absence.
 - ii) Executive Board meetings or ESW Team meetings are open to any member.
 - iii) If an officer misses more than two ESW Team meetings or general meetings without making arrangements with the President, then that member shall be counseled by the President and the advisor of this organization. A fourth such absence shall result in removal from office and replacement deemed necessary by the ESW Team itself.
- b) Direct activities and events of ESW-UT as defined in Article III.
- c) Approve any single expenditure incurred in the current term greater than two hundred and fifty dollars.
- d) Hold regular office hours in the ESW-UT office or as arranged by the current Officer Team.

5.4.0 ESW-UT Officer Privileges

The ESW Officer Team has the privilege of creating committees under each officer's position. The creation of committees' sole purpose is to accomplish more as an organization of active members and not to carry out officer's additional tasks. Officers can appoint a committee chair, in which case the committee chair aids with the communication and managing of the committee itself. Committee chairs and the general members of the committee must be ESW members.

- a) Committee formations must be approved by the ESW President
 - i. Committee chairs must be specific and restricted to accomplishing one goal. Thus, when such goal is accomplished the committee shall not longer be in existence.
- b) Committee chair applications must follow the formal application outline.
- c) Committee chairs must report weekly or in a regular manner set by supervising officer.
- d) Committee chairs must not be made to do the work of officers, but yet to specialize on one temporary assignment in which the designated ESW Officer needs special help to accomplish the assignment's goals in an unparalleled manner.

5.4.1 President

The President will represent ESW-UT to members of ESW-UT, ESW's US National Office and those external to ESW.

Meetings:

- a) Preside the general, officers, and executive board meetings of this organization.
- b) Manage and assure that the presentation is finalized, each section done by each designated officer.
- c) Reserve rooms for general meetings each semester.
- d) Upon division of members in meetings a vote or motion shall be taken to ensure the participation of the whole organization.

Privileges:

- a) Act as one of the three signing authorities for ESW-UT.

Responsibilities:

- a) Develop and manage the ESW Advisory Board of faculty, alumni, and administrators.
- b) Monitor the official email account.

Corporate:

- a) Sign all thank you letters sent to all company supporters

Vacancy:

- a) Assume the duties of any vacant executive position until filled, with the exception of the Vice President of Finance; A person other than the President must always hold the position.
- b) The ESW-UT officer team will offer an unfilled officer position to ESW-UT members in case of any vacancy in the ESW-UT officer team.

5.4.2 VP of Finance

The VP of Finance will be responsible for managing and monitoring all of the funds associated with ESW-UT.

Privileges:

- a) Act as one of the three signing authorities for ESW-UT.

Responsibilities:

- a) Track income and expenditures for ESW-UT.
- b) Report on funding and expending to Executive Board.
- c) Ensure that the financial regulations of student organizations at University of Texas at Austin are followed.
- d) Report financial activity to the ESW US National Office annually.

Income-

- a) Collect dues from members.
- c) Order yearly T-shirts before the end of the Spring Semester, so T-shirts are available for distribution at the beginning of the Fall Semester.
- d) Keep a record of all paid and active members and alumni of the ESW, share with VP of Membership.

Expenditure-

- a) Act as a consultant to events committees to determine appropriations for each event.
- b) Order food for each meeting ensuring we have a sustainable budget.

5.4.3 Vice President of Membership

The Vice President Membership will be responsible for increasing membership registration through recruiting activities, events, faculty connections, and sports.

Responsibilities:

- a) Work to expand membership amongst university students, in the following ways:
 - i) Organize members recruiting two (2) events per semester such as:
 - Tabling
 - Socials
 - Social University Events
 - Intramural Sports Teams (Reserved for when chapter reaches 50 members and VP of Membership reserves the right to appoint an Athletic Director)

- ii) Recruit members by setting up a schedule consisting of talking at different classes throughout campus, including:
 - Introductory classes (CE 301...
 - Environmental Engineering classes (CE 341, CE 342, CE 370K, ARE 346N, ARE 370, CE 381E, ARE 372, ARE 383, CE 397, ARE 383...)
 - Environmental Science classes and classes from other majors.
- b) Maintain the ESW membership list serve.
 - i) Register members for local chapter by encouraging payment of dues.
 - ii) Register members for national chapter through the filling out of a form.
 - Use Eventbrite program to check-in ESW Members
- c) Create at least one (1) recurring social per semester event. Must be one of these variable events.
 - For example, kayaking in the fall semester and picnic in the spring semester.

5.4.4 Vice President of Education and Outreach

The Vice President of Education will be responsible for integrating sustainability and sustainable development into student's curriculum and organizing events to educate the public and inspire them to think about sustainability in their daily lives.

Responsibilities:

Education-

- a) Develop connections with faculty, staff, and graduate students to increase technical expertise and knowledge in the ESW projects and community.
 - i) Set up a schedule to meet with at least one to three faculty in the Sustainable Directory per semester. (<http://www.utexas.edu/sustainability/directory/>)
 - ii) Suggest Faculty, organizations, and other connections formed to VP of Projects for technical support for ESW projects

Projects-

- b) Coordinate with the VP of membership's classes list and VP of Projects to ensure chapter projects are supported through senior-level design courses, graduate research, or other course models where students get credit for working on ESW projects.

Outreach-

- c) Organize a maximum seven (7), with a minimum of three (3), public events and participation per semester by ESW-UT in education and outreach events around campus and around Austin. Such events include, but are not limited to:

Fall:

- Engineering Fall Gathering
- Food Day
- Help with at least one (1) Fundraising/tabling event in accordance to VP of Fundraising.

Spring:

- Introduce a Girl to Engineering
- Explore UT
- Zilker Garden Festival
- Public Health Week
- Earth Day

Other recurring in the Spring and Fall semesters:

- Engineering Saturday at the Museum (Coordinate with SEC Representative)
- Help coordinate with VP of Membership at least one (1) recurring social per semester event. Must be one of these variable events. For example, kayaking in the fall semester and picnic in the spring semester.

- d) Create and manage efficient events committees to provide quality participation from the ESW in all events.

5.4.5 Vice President of Fundraising

The Vice President of Fundraising will be responsible for the solicitation of funds from corporations to support the activities of ESW-UT. VP of Fundraising will act as our corporate liaison, ensuring that the ESW always has corporate speakers for all general meetings. Also, the VP of Fundraising will actively seek corporate involvement for any events and all projects of the ESW-UT.

Responsibilities:

- a) Organize at least one (1) fundraising event to finance ESW-UT's program and projects in coordination with the VP of membership and VP of Education and Outreach.
- b) Create 'Thank You' cards to corporate speakers, donors, and organizations that provide any funding or help to the ESW-UT.
 - i) Assure that the President signs 'Thank You' cards.
 - ii) Send 'Thank You' cards.
- c) Create or update a professional and well rounded corporate package annually.
 - i) Publisher by Microsoft is an useful program to make the corporate package in.
- d) Actively seek and apply for funding for all functions of the ESW.

Meetings:

- e) Introduce all guest speakers in ESW-UT general meetings.

5.4.6 Vice President of Projects

The Vice President of Projects will be responsible for coordinating sustainable development projects of ESW-UT. One of the goals of the ESW projects is to create projects that can be autonomous in themselves and adopted by the University, in order to have a more sustainable campus.

Responsibilities:

- a) Create sustainable projects that help our campus and community become more sustainable and actively seek their successful completion.
- b) Manage Project Leaders with weekly team meetings
 - i) Keep track of all active projects, members involved in projects, and all information related to the projects.
 - ii) Request Project Leaders to find fundraising, help can be provided by the VP of Finance.
 - iii) Request Project Leaders to find technical expertise from corporations, faculty, and graduate students. Help can be provided by the VP of membership.

- iv) All requests mentioned (ii and iii) must be managed, facilitated, and endorsed by the VP of Projects.
- c) Actively recruit and inspire members to join projects as it is a source of technical knowledge.

5.4.7 VP of Public Relations

The VP of Public Relation will be responsible for maintenance of ESW-UT's presence in the campus with efficient, sustainable, and proactive publicity. Public relations is responsible for actively making publicity for all events, projects, and activities by ESW-UT.

Responsibilities:

- a) Create publicity for general meetings and ESW-UT events through flyers, posters, and ESW banners.
 - i) Flyers for the general meetings should be made a week before the respective event.
- b) Develop new ways to publicize ESW-UT across campus in a more sustainable way.
 - i) One way, for example, is the DigiKnow screens located in the student unions.
Website: utsec.org/ecc and E-mail: ecc_asst@universityunions.utexas.edu.
 - ii) Develop new publicity throughout campus to increase membership and events participation.
- c) Maintain relations with the ESW US National Office by ensuring participation in leadership training, national events and meetings, and end-of-year reporting.
- d) Publicize events in the ESW-UT website, including:
 - i) Meetings, Socials, Events, Projects and Community Service.

5.4.8 ESW External Representative

The ESW external Representative will be responsible for maintaining ESW-UT's good standing with the Student Engineering Council of UT-Austin, representing ESW-UT in all SEC decisions, encouraging and planning for members' participation in SEC events. Duties include:

Responsibilities:

- a) Represent ESW-UT all SEC general meetings
- b) Ensure that ESW-UT completes all obligations toward SEC to remain in good standing.
- c) Coordinate all activities and events of the ESW-UT with the SEC, including:
(Organized in chronological order)
- Fall:
 - Alternative Energy Challenge
 - Fall/Spring Spectacular*
 - Cheap Lunch
- Spring:
 - E-Week
 - Engineering Day at the Museum
 - E-waste Recycling
 - Cheap Lunch
- d) Maintain efficient committees to provide quality participation from the ESW in all events.

- f) Attend SOS board monthly meetings to update the board on ESWs progress, achievements, and plans.

Privileges:

- a) The ESW Internal Representative can request to have a maximum of two (2) more representatives to help with planning SEC events and other duties.

5.4.9 Secretary

The Secretary will be responsible for recording and archiving important documents, information and events for posterity. Also, the Secretary is responsible for updating the ESW-UT website with all events, socials, and projects.

Responsibilities:

- a) Record, archive, and distribute to all officers the minutes of all officer team meetings.
- b) Take pictures and solicit pictures from other members of ESW-UT social and education events.
- c) Write article about the ESW projects and team for submission to the Vector.
- d) Manage all Social Networking sites:
 - i) Facebook Group: Post Events, Pictures, and Status Updates
(<https://www.facebook.com/groups/2200908254/>)
 - ii) Twitter Account: Status Updates, Event reminders, and gain followers.
(<https://twitter.com/#!/ESWUT>)

ARTICLE VI – THE BUDGET

6.1. The Vice President of Finance shall prepare a budget for approval by the Executive Board such that:

- a) A first draft of the budget must be approved within the second week of the Fall term.
- b) A copy of the final budget must be submitted to the Office of Student Life to complete re-registration as a Cockrell School of Engineering student organization.

6.2. A final financial report shall be submitted to ESW's US National Office no later than July 10 recording the financial activity of the previous July 1 to June 30 fiscal year.

ARTICLE VII – MEETINGS

7.1. General meetings will take place at least twice during each semester.

7.2. General meetings and Project Meetings have been developed in other semesters, in order to have meetings every other week.

7.3. The executive officers shall meet at least twice a month or at the discretion of the President.

7.4. Committee meetings shall be held at least twice a month or at the discretion of the respective committee chair.

ARTICLE VIII – ELECTIONS

8.1. Elections shall occur during the last general meeting of each term of office for any

contested officer position.

- 8.2. All ESW members will be notified three weeks in advance that the application for all executive officer positions is open.
- 8.3. Applications may be submitted either in person or by e-mail to the Presidents no later than two days before elections.
- 8.4. All applicants (even for uncontested positions) must speak for at least one minute about their qualifications.
- 8.5. An applicant may run for more than one position but may accept only one position.
- 8.6. Any issues concerning order and administration of elections shall be decided by the President.
- 8.7. All upcoming officers must go to at least one ESW-UT officer team meeting.
- 8.8. ESW-UT past officers in conjunction with new elected officers must hold the first general meeting of the Spring Semester together, to make a better transition and upkeep ESW-UT professionalism in the UT campus. This will be an optional activity that must be adopted by the current and upcoming ESW-UT presidents.

ARTICLE IX – SIGNING OFFICERS

- 9.1. The Faculty Advisor, President, and Vice President of Finance of ESW-UT will have joint signing authority over ESW-UT.
- 9.2. Signing of any binding agreement or statement must be arrived at with consultation with all members of the Executive Board.
- 9.3. In the event of a conflict amongst the Executive Board a decision will be reached by a vote of the general members.

ARTICLE X – AMENDMENTS

- 10.1. Any registered Member of ESW-UT can submit a proposal for an amendment to the ESW-UT Constitution at any general meeting.
- 10.2. The amendment shall be read at one general meeting, input from members should be asked, and a vote can be held if no disagreements occur after such reading.
 - a) After the first meeting the amendment will be posted on the webpage and distributed to all members via email or other forms of communication.
- 10.3. An amendment will occur only when two thirds of the total membership in attendance approves.
 - a) Week notice must be sent out to the ESW-UT chapter.