



Engineers for a Sustainable World

University of Texas at Austin

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.** ESW’s vision is a world in which all people enjoy the basic resources to pursue healthy, productive lives, in harmony with each other, and with our earth.
- 3.2. **ESW’s Mission.** ESW mobilizes 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 and foster an increased, and more diverse, community of engineers;
 - b) Infuse sustainability into the practice and studies of every engineer.
- 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) 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) Integrate sustainable development and sustainability concepts into the engineering curriculum.
 - c) 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) Organize outreach programs and events to increase public awareness about sustainability, the critical role of science and engineering, and engage the community in practical action.

ARTICLE IV – MEMBERSHIP AND VOTING

- 4.1. There is a national \$10 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. Any general vote may concern the constitution, budget, the general direction of ESW-UT, elections and other items the Executive Board deems necessary.
- 4.4. All general votes will be announced a minimum of one week in advance, excluding elections discussed in Article VIII.
- 4.5. In the event of a tie, the Executive Board will put forth a vote.

ARTICLE V – EXECUTIVE BOARD

- 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) Student Engineering Council Representative
 - h) Webmaster
 - i) Historian
- 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.
 - a)
- 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 and General Meetings.
 - a.1 Exceptions shall be provided with prior notice of absence.
 - 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.
 - e) Assist with the advertising of events

5.5. **President**

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

- 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.
 - a. The President may designate the tasks of an unfilled officer position to other currently presiding officers if the need arises.
- b) Act as a chair for all general and executive meetings.
- c) Act as one of the three signing authorities for ESW-UT.
- d) Develop and manage the advisory board of faculty, alumni, and administrators.
- e) Monitor the official email account.
- f) Maintain connectivity with the ESW US National Office by ensuring participation in leadership training, national events and meetings, and mid-year and end-of-year reporting.

Vice President of Finance

The Vice President of Finance will be responsible for managing and monitoring all of the funds associated with ESW-UT. Duties include:

- a) Prepare a proposed budget for approval, in co-operation with VP of Fundraising (see Article VI).
- b) Act as one of the three signing authorities for ESW-UT.
- c) Track income and expenditures for ESW-UT.
- d) Collect receipts for "out-of-pocket" money spent and issue reimbursement.
- e) Prepare regular financial statements, and inform the Executive Board and Advisor of ESW-UT's financial status.
- f) Coordinate the bank account(s) and the postal box.
- g) Ensure that the financial regulations of student organizations at University of Texas at Austin are followed.
- h) Report financial activity to the ESW US National Office bi-annually, and abide by the ESW Finance Guide.
 - i. In the case that multiple financial accounts associated with ESW activities exist, the VP of Finance is responsible for providing reports for all associated accounts.

5.6. **Vice President of Membership**

The Vice President Membership will be responsible for managing membership registration activities and coordination of ESW-UT events. Duties include:

- a) Coordinate the registration of ESW Members affiliated with ESW-UT through the ESW US National Office.
- b) Provide regular updates to the Executive Board on ESW Members affiliated with ESW-UT.
- c) Work to expand membership amongst local students, faculty, staff, and professionals.

- d) Organize events through which to engage ESW Members that focus on sustainability, engineering, and practical action. Coordinate logistics for guest speakers.
- e) Oversee the mailing list, Facebook group, and any other membership communication tool employed by ESW-UT
- f) Keep track of membership point system.
- g) Ensure that ESW-UT is aware of the guidelines and resources available through the ESW Membership Guide and ESW Event Planning Guide.

Vice President of Education and Outreach

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

Duties include:

- a) Connect with faculty to introduce potential sustainability-focused content into their courses.
- b) Provide a listing of courses (in engineering and beyond) that students in ESW may be interested in taking with a focus on sustainability and sustainable development.
- c) Coordinate with the 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.
- d) Participate in the national dialogue on engineering education through ESW's US National Office. Share national resources with the local community, and vice versa.
- e) Ensure that ESW-UT is aware of the guidelines and resources available through the ESW Education Guide.
- f) Organize public events and participation by ESW-UT in education and outreach events around campus and around Austin
- g) Ensure consistency with national ESW brand, and ensure that ESW-UT is aware of the guidelines and resources available through the ESW Marketing Guide.

Vice President of Fundraising

The Vice President of Fundraising will be responsible for the solicitation of funds to support the activities of ESW-UT. Duties include:

- a) Cooperate with the VP of Finance (see Article VI) to develop annual budget.
- b) Develop funding proposals to finance ESW-UT's program and projects.
- c) Organize fundraising events to finance ESW-UT's program and projects.
- d) Coordinate with ESW's US National Office to seek funding from national and international organizations.
- e) Ensure that ESW-UT is aware of the guidelines and resources available through the ESW Fundraising Guide.
- f) Ensure that donors and sponsoring organizations receive follow-up after providing funding.

Vice President of Projects

The Vice President of Projects will be responsible for coordinating sustainable development projects of ESW-UT. Duties include:

- a) Facilitate the integration of ESW-identified projects into courses offered by the college with the VP of Education.
- b) Manage the submission of proposals and reports to ESW's US National Office, and donors (in conjunction with VP of Fundraising).
- c) Ensure that all sustainable development projects of the chapter are consistent with ESW's vision, mission, values, goals, and basic characteristics of an ESW project.

- d) Ensure that ESW-UT is aware of the guidelines and resources available through the ESW Project Guide.

5.8 Student Engineering Council (SEC) Representative

The SEC 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, and encouraging members' participation in SEC events. Duties include:

- a) Represent ESW-UT at all SEC general meetings
- b) Prepare a report for the executive and general meetings on the relevant proceedings at the SEC general meetings.
- c) Ensure that ESW-UT completes all obligations toward SEC to remain in good standing.
- d) Work with the VP Fundraising and VP Finance to participate in funding events with SEC.

5.8. Historian

The Historian will be responsible for recording and archiving important documents, information and events for posterity. Duties include:

- a) Record, distribute and archive the minutes of all executive and general meetings.
- b) Establish and maintain legacy documents to use in the organization's transition.
- c) Take pictures and solicit pictures from other members of ESW-UT at social and education events.
- d) Work with the Webmaster to maintain a page of the website devoted to archiving ESW-UT events

5.9. Webmaster

The Webmaster will be responsible for maintenance of ESW-UT's web presence. Duties include:

- a) Maintain the ESW-UT website.
- b) Ensure ESW-UT events are accurately included in the calendar and advertised on the website.
- c) Work with Historian to maintain an archive of ESW-UT events and documents on the website that is accessible to the public.

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 statement shall be presented to the membership at the last general meeting of the semester.
- 6.3. 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.
- 6.4. The bank balance:
 - a) At the end of the semester the bank balance shall not be less than fifty dollars.
 - b) Approval from a majority of execs must be sought for any expenditure greater than two hundred and fifty dollars.

ARTICLE VII – MEETINGS

- 7.1. General meetings will take place at least twice during each semester.
- 7.2. The executive officers shall meet at least twice a month or at the discretion of the President.
- 7.3. 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.

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 two consecutive meetings with a vote held upon the second 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.