

## **Engineering World Health (University of Wisconsin-Madison Chapter)**

Constitution:

### **Article I**

The name of the organization shall be Engineering World Health (UW Madison Chapter).

### **Article II**

It shall be the purpose and mission of Engineering World Health (UW Madison Chapter) to deliver medical expertise and equipment to underserved nations.

### **Article III**

Section A: Membership is open to any enrolled UW-Madison student who is an engineer, scientist, physician, or simply someone who wants to improve the healthcare status of people in underserved areas.

Section B: The fiscal year of the organization, shall be from September 1<sup>st</sup> to August 31<sup>st</sup>

The amount of annual dues shall be determined each year by vote from the group's officers. Dues shall not exceed \$20 per year.

### **Article IV**

Section A: A quorum will be 10 general members or officers.

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

Email any officer before meeting of voting.

### **Article V**

Section A: The Engineering World Health shall have a President, Vice President, Secretary, Graduate Advisor and a Faculty Advisor. These officers comprise the Executive Committee or Board.

Section B: All officers must be members of Engineering World Health or the Biomedical Engineering Department.

Section C: The term of office shall be from September 1<sup>st</sup> to August 31<sup>st</sup>

Section D: Election of officers shall be held on the last Thursday of April

At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board.

Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

## **Article VI**

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.

3. The secretary shall maintain a complete and accurate account of attendance and membership status.

#### Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

#### Section E: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

### **Article VII**

#### Section A: Committee Identification and Appointment

The following committees (other than Executive Board) shall be appointed by the President subject to ratification by the organization during a regular business meeting.

1. Design Project Committee
2. Engineering Expo Committee
3. Instrumentation Repair committee

#### 4. Outreach Committee

##### **Article VIII**

Section A: The times for regularly scheduled meetings shall be 8:00PM on Sunday in B1092 of the engineering centers building.

Section B: At least 7 days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than 1 day notice by the Executive Board.

Section D: The meetings shall include a quorum, order of business, and disposition of the minutes.