

Professional Chapter Formation Guidelines

INDEX

	Pages
1. General Guidelines for Starting Professional Chapter	2-3
2. Application for starting Professional Chapter	4-9
3. How to become EWB-India Member	10
4. EWB-India Membership Application form–Professional	11-13

General Guidelines for starting Professional Chapter

1. In line with the goals and objectives of EWB-India, it is anticipated that EWB-India affiliated **Professional Chapters** will be formed through local initiatives by Engineers/Other Professional at various places within India to carry out and further **EWB-India's Mission**.
2. In addition to EWB-India's stated goals, activities- projects of social value and activities and events to promote professional and technical development of its members. These can also be taken up in collaboration with professional bodies, educational and research institutions, like-minded NGOs, industry and government agencies. Professional Chapters will be encouraged to use their own judgment, discretion and creative input to expand their sphere of activity in any manner consistent with EWB-India's non-commercial, non-profit mission of service.
3. As Professional Chapters are created by professional with experience and training in Engineering, Science, Social Work, Rural Development etc. they are encouraged to help student groups at educational institutions in their own town or region for starting Student Chapters and then guide the activities and projects of Student Chapters. Such interactions, with experienced professionals as mentors, will be very valuable to the student community.
4. Individuals or groups of Professionals anywhere within the country, interested in starting a Professional chapter, are invited to send the Professional Chapter application. Before approaching us you are advised to form a core group of interested members (15 or more) and their individual applications for professional memberships needs to be enclosed (see Membership on (www.ewb-india.org)). If possible, indicate the nature of work or projects you have in mind relevant to EWB-India's mission.
5. No chapter bearing the name "EWB-India Professional Chapter – (name of town)" maybe started without going through the process indicated in(4) above and obtaining the written consent of the Chairman, EWB-India.
6. Any group intending to start a chapter will be required to follow guidelines and Byelaws of EWB-India.
 - i. The chapter will have one or more office bearers (e.g., President, Secretary, Treasurer etc)
 - ii. All Professional members of EWB-India in that location will automatically be part of the chapter. This will be shared by EWB-India office with the chapter regularly.

- iii. The chapter will be required to send quarterly reports to EWB-India on its activities and projects and Annual audit reports of all revenues and expenditures to enable EWB-India to finalize its Annual Report.
- iv. The chapter will be required to certify that no portion of funds collected from any source has been, or will be, used for any purpose other than humanitarian work, consistent with EWB-India's mission.



APPLICATION FOR STARTING A PROFESSIONAL CHAPTER OF “ENGINEERS WITHOUT BORDERS-INDIA”

1. Name of the Group Leader: _____

Address: _____

City: _____ Pin Code: _____ State: _____

Phone: _____

Mobile: _____

E-mail: _____

2. Occupation: Employed_ Self Employed_ Others_

3. Name of the Employer/Office: _____

Address: _____

City: _____ Pin Code: _____ State: _____

Phone: _____

Mobile: _____

E-mail: _____

Website: _____

4. Name of the other group members: Attach a sheet-A giving details of the members with full name, address, contact numbers, email & website, their occupation and employers/organization's name. We would need individual applications of each of these members using Professional Membership Application under membership on the website (www.ewb-india.org).
5. Please state briefly your(group's) motivation in starting a "EWB-India Professional Chapter" and the type of projects or activities you may be interested to undertake in line with EWB-India's mission and goals(Attached separate sheet- B)



Roles & Responsibilities of the proposed Chapter and EWB-India.

i. **BACKGROUND.** EWB-India is a non-profit Charitable Organization, registered at Hyderabad, A.P., established for the purpose of facilitating voluntary service by engineers and non-engineers for the benefit of backward rural and urban populations and protection of the environment and natural resources.

ii. **CHAPTERROLEANDRESPONSIBILITIES.** In consideration of the opportunities provided by EWB-India to the Chapter, the Officers of the Chapter agree and covenant:

(a) **Chapter Leadership and Management** will be provided by a team of elected office bearers, comprised of President, Vice-President (optional), Secretary & Treasurer. The minimum number of student members for starting a student chapter would be 10. The elected office bearers will have term of one year. Every year formal election should be conducted to choose all the office bearers.

(b) **The Chapter** will embody the principles and ethics of EWB-India and will abide by and conduct its activities consistent with guidelines and rules established by EWB-India from time to time.

(c) **The Chapter** may submit proposed projects for EWB-India's review and consideration by EWB-India's Technical Assessment Committee (TAC). A Project application form (PAF) will be provided for this purpose.

(d) **Members of the Chapter** may work with EWB-India on field projects identified and mutually agreed upon.

(e) The Chapter will be financially self-sufficient for all administrative activities and will engage in appropriate fundraising activities on its own. **The Chapter will submit to EWB-India's Board of Directors quarterly reports of revenues and expenses and signed by the President, Secretary and the Treasurer.**

(f) The chapter should meet at least twice in a year and preferably **four times in a year**. All meetings should be properly documented and attendance of members attending should be noted. The chapter can also invite a representative of EWB-India, if necessary. EWB-India also reserves its right to send its representative for the meeting. EWB – India can also call for a Chapter Meet to review and monitor the activities.

iii. EWB-INDIA'S ROLE AND RESPONSIBILITIES:

- (a) EWB-India will guide and assist the Chapter in its management and implementation of its mission.
- (b) EWB-India will review project plans/reports submitted by the chapter and determine whether such projects are suitable for implementation and in accordance with EWB-India's mission.
- (c) EWB-India will, if required, provide technical advice and guidance for final project design and implementation in the field. Specific terms and conditions for such advice and guidance would be stated and agreed upon for each individual project, as per the specifics of the project and guidance sought. EWB-India may also charge such projects, a fee that it would use to meet its administrative expenses.

iv. **IDENTIFICATION OF PROJECTS.** Projects may be initially identified by the Chapter or by EWB-India. All new projects must undergo a formal assessment and approval process as outlined by EWB policies to be developed from time to time.

v. **FUNDING OF PROJECTS.** Each chapter participating in a project is primarily responsible for raising funds for its activities and projects on its own. Wherever possible, EWB-India may, at the chapter's request, assist in Fundraising by providing testimonials and endorsements and also leads to contact corporate houses at National & International levels for support.

v. **GENERAL PROVISIONS**

The agreement will become effective on the date the Application is approved by EWB – India and will continue as long as the requisite numbers of professionals and members remain.

EWB-India reserves, at its sole discretion, the right to terminate recognition of at the chapter in the event of the chapter engaging in any activity which EWB-India considers detrimental to or a violation of its mission.

This is to certify that we have gone through the roles and responsibilities of the proposed Chapter and agree to the same and request formation of the chapter.

President Professional Chapter

By: Name & Signature

President: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Date: _____

Secretary Professional Chapter

By: Name & Signature

Secretary: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Date: _____

Treasurer Professional Chapter

Name & Signature

Secretary: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Date: _____



Send Application with all enclosures to the address given below. If individual applications are being enclosed, the necessary amount towards the membership fees as per details in the individual application should also be enclosed. Whenever the application is sent in form us about the same by sending an email to ewbindia@ewb-india.org

EngineersWithoutBorders–India
8-2-249 to 267, Mount Pleasant,
Sultan Uloom Education Society,
Road No 3, Banjara Hills,
Hyderabad, TS - 500082
Email: ewbindia@ewb-india.org



How to become EWB-India Member?

EWB-India is a registered non-profit Society dedicated to humanitarian service, professional learning, partnership with national and international organizations and responsible application of technology in specific projects.

Applications for membership must be prepared to pledge utmost respect for professional ethics and financial propriety in carrying out projects and a commitment to helping others. **Members are expected to work in teams along with others in their local or regional chapter and conceive, develop and carry out projects in line with the work and mission of “Engineers Without Borders – India”.**

Members will have the opportunity to be associated with and participate in an extraordinary worldwide movement of professional service. They will have the opportunity to create their own projects and receive information, guidance; networking support from EWB-India Headquarters. They will receive information about workshops, conferences and other events organized from time to time by EWB-India and EWB– International.

EWB India offers two types of membership:

- Student
- Professional

You can download the Application form using the link

Student Application Link ---- <https://www.ewb-india.org/wp-content/uploads/2024/02/EWB-India-Membership-Application-Form-Student.pdf>

Professional Application Link---- <https://www.ewb-india.org/wp-content/uploads/2024/02/EWB-India-Professional-Membership-Application-Form-2023.pdf>

Membership Applications or excel sheet duly completed and accompanied by a DD/Neft details for the applicable amount (Admission with Annual Fees), should be sent to Engineers Without Borders, as per instructions given in the form. The membership fee applicable is as below:

	Admission	Annual	Life
Student	Rs.350.00	Rs. 150.00	-
Professional	Rs.1000.00	Rs. 300.00	Rs.3000.00

Admission fee is payable at the time of admission only.

Membership Applications:

1. Print the full application and enter all other relevant details as needed & email to ewbindia@ewb-india.org
2. Scan & attach Photographs passport size with your full name as the file name.
3. All the above should be sent via email to EWB – India with a cc to the Faculty Advisor or College Management certifying the status of the students. This is required for a student membership.
4. Enclosed appropriate admission and application fees details.
5. Send the excel sheets, form etc along with any other information to ewbindia@ewb-india.org
6. For queries/clarifications feel free to contact /whatsapp – 87904 30989 (10 am to 5pm)

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Road No 3, Banjara Hills,
Hyderabad, TS - 500082
 Email: ewbindia@ewb-india.org

EWB–India: Membership Application Form–Professional

1. Name: Dr / Mr / Ms

2. Date of Birth: _____

3. Sex: Male / Female

4. Address:

PASSPORTS
IZEPHOTO

Present/Communication Address:

Phone: _____

Mobile: _____

e-mail: _____

Permanent Address:

Phone: _____

Mobile: _____

e-mail: _____

5. Profession/Occupation:

Working:

Others:

Name of Organization:

Address: _____

Phone: _____

E-mail: _____

Website of the Organization: _____

6. Educational Qualifications:_____

7. Please indicate briefly your areas of interest and expertise relevant to EWB's Mission.

8. How do you think you can **make** a difference in the world as a Volunteer/Participant in EWB projects?

9. In case there is no Professional EWB Chapter in your area/town would you like to take the lead in starting the chapter? Yes_ No_

Professional Membership Subscription

Admission	Rs.1,000.00
Annual	Rs.300.00
Life	Rs.3,000.00

Membership admission fee is payable at the time of admission only.

I enclose Demand Draft No: _____ dated:_____ for Rs.1,300/- towards
my

Annual membership OR Rs.4,000/- towards Life Membership drawn in favor of
“ENGINEERSWITHOUTBORDERS” being Admission Fees and Annual/Life Subscription fee.

OR

I have deposited Rs.1300/
in“EngineersWithoutBorders”AccountNo.018301008732ofICICIBank
n_____.

DECLARATION

I have familiarized myself with the Mission and Objectives of Engineers Without Borders on the EWB-INDIA website (www.ewb-india.org) and I pledge to abide by the responsibilities and obligations associated with EWB-INDIA bonafide membership.

(Signature)

Name:

Date:

Note1: If there is no existing chapter in / near your location. You'll be assigned to a chapter in your region as and when it is established. You may also take the lead in starting a chapter.

Note 2: This Application Form duly completed along with two stamp size photo (for identity badge) and Demand draft payable at Hyderabad in favor of Engineers Without Borders for Rs. 1300/-(in the case of annual subscription) or Rs. 4000/-(in the case of Life Membership) should be sent to the following address. Whenever the application is sent or fees is deposited don't forget to send us an email with the details about the same to

Engineers Without Borders–India
8-2-249 to 267, Mount Pleasant,
Sultan Ulloom Education Society,
Road No 3, Banjara Hills,
Hyderabad, TS - 500082
Email: ewbindia@ewb-india.org

The funds can also be deposited in the EWB-India A/CNo.018301008732of ICICI Bank. If so, indicate so on the Form and also send us an email giving the deposit details to ewbindia@ewb-india.org

Note3: Accepted Applicants will receive an official Membership Card.