

The By-Laws of the Engineering Projects Review Board

I. Purpose of the Board

- A.** The Engineering Projects Review Board shall provide student input to the School of Engineering and strive to enable unique and educational engineering initiatives that benefit undergraduate students while empowering them as leaders.
- B.** The Board shall fulfill its mission by the following.
 - 1. Providing a peer review process to strengthen and improve engineering student project proposals.
 - 2. Empowering engineering student leaders to accomplish their goals through monetary assistance.
 - 3. Enabling creative, educational, and practical programming.

II. Composition of the Board

- A.** The Board shall consist of five undergraduate engineering students who represent a diverse group of involvement and majors.
 - 1. One member shall be the Treasurer of the Engineering Student Council, regardless of class level.
 - 2. The remaining four members shall be at a junior class level or higher.
 - a.** Two members shall be appointed by engineering student group presidents and the previous Board members. Reapplying Board members shall not participate in the appointment process.
 - b.** Two members shall be chosen from the engineering student body by applications. The previous Board members as well as the three newly chosen board members shall be responsible for reviewing the application, interviewing candidates, and selecting the final two seats. Reapplying Board members shall not participate in the selection process.
- B.** The process for selecting Board members shall be as follows.
 - 1. Board members for the following year shall be selected before the Spring presentations begin.
 - 2. The application for the two general engineering student seats shall be released no later than the first week of March. Applicants may be asked to interview with the Board before a final decision is made.
 - 3. The EnCouncil Treasurer shall be elected by EnCouncil voting members as outlined in the EnCouncil Constitution and By-Laws.
 - 4. Engineering student group leaders shall meet with the Board no later than the first week of April to appoint two Board members.
 - 5. The outgoing Board, along with the three newly elected Board members, shall review all applications, interview candidates, and select the two final Board members.
 - 6. The newly elected Board shall observe the Spring proposal presentation and decision process. They may ask questions, but shall not participate in the final decision making or recommendations meeting with the Dean.

III. Allocation Process

- A.** The allocation process shall be on a semester basis for eligible student groups. Eligible student groups are defined in Section **IV**. The process shall be as follows.
1. Applications for funding and proposal guidelines shall be released no later than the first week of October (March for Spring process).
 2. Student group funding applications and proposals shall be due on the Monday before Thanksgiving at 11:59pm (first Monday in April at 11:59pm for Spring process). Applications and proposals shall be emailed in .pdf format to wustl.eprb@gmail.com.
 3. First round presentations shall be no later than the first weekend in December (third weekend in April for Spring process). Feedback shall be given to student groups within two days following the presentation.
 4. Should student groups wish to give a second round of presentations, they shall be no later than the second weekend in December (fourth weekend in April for Spring process).
 5. The Board shall make recommendations to the Dean by the end of the semester. Student Union allocations will be taken into consideration in these recommendations.
 6. The Board shall notify each student group of funding allocations by the first week of the Spring semester for the Fall process and by the end of the Spring semester for the Spring process.
- B.** If a Board member is an active member of a student group, he or she shall not be allowed to vote on funding requested by that particular group. Board members shall not present proposals before the Board

IV. Student Group Eligibility

- A.** Any recognized engineering student group is eligible for funding through the process described in Section **III**. To be a recognized engineering student group, a group must do the following.
1. Be a registered group with Student Union, or have begun the process of registering as a Student Union group. Groups may be any category student group within Student Union.
 2. Maintain up-to-date group contact information with the Engineering Student Services Office.
- B.** If an engineering student group is not eligible to be a Student Union group, they shall be considered on a case-by-case basis.

V. Use of Allocated Funds

- A.** Groups that obtain funding through the Engineering Projects Review Board shall obey the guidelines and restrictions as follows.
- 1.** Funding shall be used for the project as the group specified in the proposal. Failure to do so shall result in forfeiture of funding and the Board may choose to bar the group from obtaining funding from the School of Engineering for a period of up to two semesters.
 - 2.** Groups shall maintain detailed records of expenditures, as they shall be required to complete a report on the usage of funds allocated by the Board.
 - 3.** Funding shall be subject to all policies and restrictions of the University. Engineering student groups shall abide by all University regulations when requesting and using funding from the School of Engineering.
 - 4.** Funding shall not generally be awarded or used for travel expenses that may include but shall not be limited to airfare, car rental, hotels, food while traveling, and other incidental expenses. Due to the nature of some projects, proposals that include travel expenses shall be considered on a case-by-case basis.