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== Article I - Identification ==

This organization will be known as Drexel TechServ, simply referred to in this document as TechServ. TechServ was officially founded at Drexel University in Spring 2002 by Amy Galabinski.

== Article II - Mission Statement ==

The mission of TechServ is to work towards bridging the Digital Divide, the growing discrepancy between people who have technology available to them and people who do not. We will do this by providing refurbished computer equipment to nonprofit organizations and individuals in need in the Greater Philadelphia Area and other communities. We will provide technology-related services to Drexel and the surrounding community, such as classes that help raise the rate of computer literacy and/or train residents on how to maintain, use, and support what technology they may already have. We will also advocate Free and Open Source Software, both in order to bridge the Digital Divide and to provide value to the greater community.

== Article III – Affiliations ==

This organization is affiliated with Drexel University and as such, agrees to abide by the rules, policies, and procedures of Drexel University.

== Article IV - Membership ==

All current and actively enrolled full-time undergraduate Drexel University students who have an interest in bridging the Digital Divide regardless of race, religion, operating system preference, system architecture, national origin, veteran status, gender, sexual orientation, or ability may become a member of TechServ. In addition, faculty, staff, graduate students, and alumni may not be considered members of Drexel student organizations, but are certainly allowed to participate in events corresponding to the student organization policies of Drexel

University. Membership can be revoked on the grounds of misconduct or misrepresentation of TechServ and Drexel University as decided by the Executive Board.

Long-Term Affiliates must:

- Attend at least six meetings or events per academic year and intend to continue actively participating in meetings and events.
- Express desire in working toward the organization's mission.
- Express interest in taking an active role in the organization and its planning.
- Express interest in maintaining long-term affiliate status before or during any extended period of inactivity, defined as 3 or more months
 - The affiliate must be contacted prior to cancellation of their status and will be given one week to reply before their status is cancelled

== Article V - Officers ==

Elected Officers, also referred to as Executive Board members, are to be voted on by members of the organization. Officers must meet all requirements and fulfill responsibilities described below. Officers may assume more than one position, with majority approval by the Executive Board, as allowed by Drexel University policy. Every Board Member will receive one vote in all situations, regardless of the number of positions they hold. There must be a minimum of four unique Officers (President, Vice President, Treasurer and Event Coordinator) at any given time. Each Officer will keep accessible all information associated with their position and will pass it to the incoming Officer after election. Current Officers will also train the incoming Officer after election if applicable/available. For positions where more intensive training is required, such as President, Treasurer, Webmaster, and Heads of Donations, shadowing is encouraged. All Officers are required to update and maintain administrative documentation related to their positions. All keys and access codes may not be shared without approval from the Executive Board members.

Officer Requirements:

- An individual must be a full-time, enrolled undergraduate student of Drexel University.
- An individual must be available for either in person (ex. meetings) or online contact.
- An individual will be considered an Officer provided they fulfill their duties as listed below
- Officer positions can be revoked on the grounds of failure to adequately meet the above stipulations, general membership requirements, or Long-Term Affiliate requirements.

Elections:

The election process will take place during Spring or Summer term and must be completed prior to the start of the Fall term. All members can nominate and vote for positions. A nominated person must be a member and Long-Term Affiliate or have been selected by a majority vote of the Executive Board. All nominees must be offered the opportunity to accept or decline the nomination, and are encouraged to submit a statement outlining their intents and qualifications for the position. In all situations, there are no weighted votes, and the

candidate with the majority vote wins. If a tie occurs in the election, the current elected Officers will decide the winning candidate. If a tie occurs among the current elected Officers, the President will decide.

Removal:

An Officer can be removed for violations of the Drexel University Student Code of Conduct, for consistent failure to perform his or her duties, or for actions unbecoming of a TechServ Officer. The removal shall be decided by a vote of Executive Board members with at least a two-thirds majority, excluding the officer to be removed. Officers who graduate, are removed from the University, or who otherwise permanently discontinue their enrollment will automatically lose their Officer status. An Officer who wishes to resign voluntarily shall give formal notice to the President.

Special Elections:

If an Officer resigns or is removed from their position, the vacancy will be filled by majority vote among all other Executive Board members.

Officer Responsibilities

The following Officer responsibilities are mutable per changing organization requirements; however, attempts should be made to follow them as closely as listed.

President:

- Maintains relations between the University administration and TechServ
- Maintains relations between recognized University student organizations and TechServ
- Maintains relations and assistance between TechServ Officers and members
- Maintains all non-donation related relations between outside organizations and TechServ
- Completes the Space Allocation Form & Re-Recognition Form
- Presides over Executive board meetings

Vice President:

- Aids in collection and organization of miscellaneous non-donation documentation
- Assists President in completion of University required forms
- In the absence of the President, the Vice President will assume the responsibilities of the President. Further delegation will go in the order of positions listed below
- Aids in collection and organization of donation documentation in coordination with the Head of Donation as well as maintaining contact with donors and recipients
- May lead other projects defined or accepted by the President
- Is responsible for tasks not clearly defined in other officer positions

Treasurer:

- Maintains the budget
- Manages all funding for events in coordination with the Event Coordinator

- Appropriately assembles and submits the SAFAC Annual Allocation Form
- Provides a report of the current financial status of TechServ for officer(s)
- Handles all paperwork regarding orders
- Completes all forms relating to sale and rental of said items

Event Coordinator

- Acts as point of contact and planner for non-donation off-campus events
- Manages all aspects of non-donation on-campus event planning (ex. room reservations)
- Manages and solicits event ideas/proposals
- Keeps the internal Event Procedure information up to date
- Promotes events and meetings through flyers, emails, InfoNet, and social media
- Works to recruit new members
- Maintains relations with the University, other organizations, and the student body in coordination with the president

Head of Refurbishment

- Manages computer refurbishment functions for the organization
- Organizes and takes inventory of hardware and software
- Reports on the progress made in completing donations
- Arranges tutorials for new members and designs/selects educational materials
- Selects and inventories all equipment eligible for fund raising sales

Head of Donations

- Contact person(s) for donations
- Solicit incoming and outgoing donations
- Communicate with and manage contact information for donors and recipients
- Arrange donations (dropoff/pickup of computers).
- Work with the Head of Refurbishment to manage throughput and inventory levels
- Complete and send incoming and outgoing donation receipts
- Provide tax information for donations when applicable
- Keep donation information page(s) up to date and accurate
- Actively communicate with Vice President

Webmaster:

- Maintains and updates all TechServ related websites
- Works with Systems Administrators to coordinate WebServ services and projects
- Keeps the design of the TechServ main website modern, professional, and intuitive
- Main contact for WebServ clients (WordPress, etc.) in coordination with System Administrators
- Communicates with other officers to best meet the needs of the organization
- Keeps website information current

System Administrators:

System Administrator is not an elected position. New system administrators are selected as needed by the current system administrator(s) on the basis of technical ability, willingness to learn about system administration, and approval by a majority vote of the Executive Board. System administrators may be removed by a majority vote of the Executive Board. There should be at least one system administrator at all times who must be a current member.

Responsibilities:

- Maintain the servers, office computer, and network infrastructure used by the organization
- Design TechServ OS Installation Package consisting of a minimum hardware specification, installed operating system, software, and friendly configuration
 - The TechServ Installation Services will abide by all copyright, patent and Intellectual Property law and will be composed of free and open source solutions wherever possible
- Act as liaison for more technical aspects of WebServ
- Must hold at least one general information session after each change in Officers
- Must hold at least one internal documentation session after each new System Administrator appointment
- Must keep detailed records as to aid in transitions between administrators

Appointed/Additional Positions:

The Executive Board members may decide on the appointment of additional individuals to fulfill duties that are beyond the capabilities of the current administration. These appointments must be approved by a majority of the Executive Board. Any appointed position is temporary and does not obtain Executive Board privileges until written into the Constitution.

== Article VI - Advisor ==

There shall be one primary advisor from the full-time faculty, administration, or professional staff of Drexel University who will be selected based upon technical knowledge as well as motivation to help TechServ accomplish its objectives. Once advisors have been nominated, the Executive Board will vote upon the advisor that is best suited for TechServ. A majority vote will determine the selection. The advisor shall remain in the position for as long as he or she wishes, or when the Executive Board determines that the advisor is failing to fulfill advisor responsibilities listed below. At that time, a search for a new advisor will occur.

Responsibilities:

- Have basic knowledge of the history, structure, and purpose of TechServ
- Be aware of TechServ's finances and budget in order to provide approval for financial transactions as needed

- Advise TechServ on issues concerning the Drexel community and administration, along with guidance on proper business conduct for the Board Members
- Maintain ongoing communication with club officers
- Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization
- Act as a liaison between the University and TechServ
- Aid in all decisions concerning new projects, financial decisions, and the state of the organization

== Article VII - Decision-Making Process ==

For decisions not a part of the normal responsibilities of Officers, the issue will be proposed to all elected Officers and approved via majority vote. In the case of a tie, the President will consult with the Advisor and a decision will be made.

== Article VIII – Hazing Statement ==

Membership should be a valuable and beneficial experience for all students. Leadership of this organization shall provide its new and current members with an experience that is positive, informative and consistent with federal, state, and local laws, and the policies and procedures of Drexel University. Activities which detract from the goal of fostering personal and intellectual development have no place in this organization. Hazing will not be tolerated by or of any member. It is the responsibility of the organization, its leadership and members to report hazing of any kind by members to the proper authority.

== Article IX - Meetings ==

General Meetings:

- Meetings will be held on a regular, twice weekly basis
- All members and Long-Term Affiliates are invited to general meetings

Executive Board Meetings:

- Any member of the Executive Board may request an executive board meeting
- Meetings will be announced to the Executive Board by the Officer who requested it and scheduled to best accommodate Officers' schedules

== Article X – Miscellaneous Policies ==

Unused Computer Policy:

- TechServ will not house items which are not deemed fit for use by the organization
 - The item will be deemed to be unfit if it cannot be donated, rented, used as a server, or used for administrative purposes
- If an item is deemed unfit, it will be appraised and disposed of appropriately
 - Disposal methods include: transference of ownership from organization to approved individual (either through purchase or gifting) or proper electronic waste disposal

- If an item is to be disposed of via transference of ownership, the proposed recipient must specify a date, no more than 60 days from date of agreement, by which they will claim the item
 - If the item is not claimed by that date, they forfeit the item

== Article XI - Ratification ==

- This constitution shall be ratified through a 2/3 majority of the Executive Board
- If an in-person meeting of the Executive Board cannot occur, an online vote will be conducted

== Article XII - Amendments ==

Changes to this document that do not occur during the yearly revision and ratification must be proposed by the Executive Board. The Executive Board will decide the wording of the proposed amendment and the time and date of the vote on it. All active Officers must be notified of the vote at least one week ahead of time. The amendment will be considered ratified if it is approved by a 2/3 majority of the Executive Board.

== Article XIII - Dissolution ==

Voluntary dissolution can occur under the following circumstances:

- TechServ can no longer consist of at least the President, Vice President, Treasurer, and Event Coordinator

TechServ's Executive Board shall conduct a poll of current members. If any of the above circumstances are met, a vote for dissolution will be taken among all remaining participants. If dissolution is agreed upon by the majority, the organization will write a formal letter of dissolution with an explanation and withdraw from the Drexel community. Depending on current SAFAC policy, it is preferred that funding and assets should be disbursed to other technology-related student organizations. The organizations will be selected by vote of the remaining participants prior to dissolution.

Revision Dates:

1. Spring 2002
2. April 22, 2005
3. March 14, 2006
4. August 26, 2008
5. April 18, 2011
6. Summer 2012
7. September 26, 2013
8. July 27, 2014
9. July 19, 2015
10. July 6, 2016
11. June 11, 2017
12. June 13, 2018