

TechServ Constitution

Current revision: 1 May 2025

Articles:

- I. Identification
- II. Mission Statement
- III. Affiliations
- IV. Membership
- V. Officers
- VI. Advisor
- VII. Decision making process
- VIII. Hazing Statement
- IX. Meetings
- X. Miscellaneous Policies
- XI. Ratification
- XII. Amendments
- XIII. Dissolution
- XIV. Discrimination
- XV. Social Media

== 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 donating refurbished computer equipment to nonprofit organizations and individuals in need, in the Greater Philadelphia Area and other underserved 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 to bridge the Digital Divide and to provide value to the greater community.

== Article III – Affiliations ==

This organization is affiliated with Drexel University as a recognized student organization 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 interested in bridging the Digital Divide may become a member of TechServ. The University prohibits harassment, discrimination, retaliation, and bias incidents in any form, including, but not limited to, those based upon race, color, ethnicity, national origin, religion, socioeconomic

status, and/or any characteristic prohibited by law (i.e., creed, marital status, citizenship status, etc). Membership in this organization shall not discriminate against any individuals based on these protected categories. 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 with consultation and approval from Campus Engagement and the advisor.

== 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 fulfil the 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 the 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, System Administrator, 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 at 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 fulfil their duties as listed below.
- Officer positions can be revoked on the grounds of failure to meet the above stipulations or general membership requirements.
- Must keep up to date documentation pertaining to their role

Elections:

The election process must take place during the Winter or early Spring term. All members can nominate and vote for positions. A nominated person must be a member or have been selected by a majority vote of the Executive Board. All nominees must accept their 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 consistent failure to perform their 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. During the meeting the officer will be able defend their actions/behavior. Upon deciding to move forward, there will be a meeting with Campus Engagement and the current advisor. The removal decision will only happen upon approval from Campus Engagement. 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. If the position was never filled, it can also be filled in the same way with a special election at any point before the next election cycle.

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
- 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
- Runs the election for the following year's officer positions
- Is responsible for tasks not clearly defined in other officer positions

Treasurer:

- Maintains the budget
- Appropriately assembles and submits the SAFAC Annual Allocation Form
- Provides a report of the current financial status of TechServ for officers

- 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
- Maintains relations with the University, other organizations, and the student body in coordination with the president

Head of Refurbishment

- Manages equipment refurbishment operations for the organization
- Organizes and takes inventory of hardware
- 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
- Works with System Administrator to maintain internal software tools

Head of Fundraising

- Contact person(s) for fundraising events
- Works with Treasurer to ensure fundraising goals are met
- Works with Event Coordinator to organize events with a fundraising goal
- Provides a quarterly plan of action to the Executive Board with potential events or ideas that will bring the organization closer to the fundraising goal

Head of Outgoing Donations

- Contact person(s) for outgoing donations
- Solicit outgoing donations
- Communicate with and manage contact information for recipients
- Arrange donations (drop off/pickup of computers)
- Work with the Head of Refurbishment to manage throughput
- Complete and send outgoing donation receipts and waivers
- Provide tax information for donations when applicable
- Keep donation information page(s) up to date and accurate
- Actively communicate with Executive Board

Head of Incoming Donations

- Contact person(s) for incoming donations
- Solicit incoming donations
- Communicate with and manage contact information for TechServ donors
- Arrange donations (drop off/pickup of computers)

- Work with the Head of Refurbishment to manage inventory levels
- Complete and send incoming donation receipts and waivers
- Provide tax information for donations when requested
- Keep donation information page(s) up to date and accurate
- Actively communicate with Executive Board

Head of Social Media

- Promotes events and meetings through flyers, emails, DragonLink, and social media
- Maintains all social media accounts and posts regularly
- Communicates with other officers to best meet the needs of the organization
- Works to recruit new members
- Works with Systems Administrators to coordinate WebServ services and projects
- Keeps the design of the TechServ main website modern, professional, and intuitive
- Keeps website information current

Head of Systems Administration

- Maintains the responsibility zone of each System Administrator
- Ensures that all TechServ technologies are up to date and are covered by at least one System Administrator
- Assigns and reviews projects that other System Administrators will follow when joining or continuing their position

System Administrators:

System Administrator is not an elected position. New system administrators are selected as needed by the current system administrator(s) or Head of Systems Administration on the basis of technical ability, willingness to learn about system administration. 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 to aid in transitions between administrators
- Maintains and updates all TechServ related websites
- Main contact for WebServ clients (WordPress, etc.) in coordination with System Administrators

Team Leads:

Team Lead is not an elected position. They are appointed by and operate under the guidance of the Head of Refurbishment. They lead a group of members as they work on an assigned task during a working meeting. In this role, Team Leads can build their leadership and communications skills. Team Leads will also learn more about the logistics behind TechServ's operation. Team Leads will be trained in computer system fundamentals & troubleshooting practices. Any member who has regularly attended meetings in the previous quarter(s) is eligible to apply for the role. Team Leads will be appointed at the discretion of the Head of Refurbishment.

Responsibilities:

- Train newer members on carrying out the operations necessary for assigned tasks.
- Troubleshoot and resolve issues that can occur during day-to-day operations, while receiving support to resolve more substantial issues as needed.
- Take risks and attempt to solve more advanced problems without assistance.

Appointment Guidelines:

- While no prior experience is needed to join TechServ, we ask that Team Leads possess at least some basic technical knowledge of computers to aid in the troubleshooting responsibilities. Only basic knowledge is required, and additional training will be provided to those who are accepted for the role.
- Good interpersonal communication skills are preferred to aid in the training & leadership responsibilities of the role.
- Flexible thinking & other troubleshooting skills are recommended, though these skills can be further developed within this role

Appointed/Additional Positions:

The Executive Board members may decide on the appointment of additional individuals to fulfil 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 ==

The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University. There shall be only one primary advisor 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 they wish, or when the Executive Board determines that the advisor is failing to fulfil advisor responsibilities listed below. Upon the Executive Board determining the advisor is failing to fulfil responsibilities, there will be a consultation with Campus Engagement and the advisor. With approval from Campus Engagement 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. The 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.

Reporting Hazing: Drexel University encourages all members the University community who believe they have witnessed, experienced, or are aware of conduct that constitutes Hazing, Aggravated Hazing or Organizational Hazing, in violation of this Policy, to report the violation by:

1. Completing an online report using the Incident Report Form
2. Contacting Drexel University Police at 215.895.2222 (in the event of an emergency contact the police immediately) The report should include the following information, if available:

- a. Name(s) of the Student or Student Organization alleged to have violated the Code of Conduct.
- b. A description of the incident.
- c. Names and contact information of witnesses (if applicable).
- d. Names and contact information of the person(s) filing the report.

== Article IX - Meetings ==

General Meetings:

- Meetings will be held on a regular basis during academic terms
- All members 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 the 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 unless every active officer agrees to begin the vote at an early set 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 SORC 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.

== Article XIV – Discrimination ==

The University prohibits harassment, discrimination, retaliation, and bias incidents in any form, including, but not limited to, those based upon race, color, ethnicity, national origin, religion, socioeconomic status, and/or any characteristic prohibited by law (i.e., creed, marital status, citizenship status, etc). Membership in this organization shall not discriminate against any individuals based on these protected categories.

== Article XV – Social Media ==

Drexel TechServ owns multiple social media pages that have strict guidelines to ensure that proper conduct is enacted. These rules are from the TechServ Discord page, but do not pertain to just it. These rules include:

1. Follow Discord Terms of Service and guidelines. Terms of Service | <https://discordapp.com/terms> Community Guidelines | <https://discordapp.com/guidelines>
2. No harassment, discrimination or abuse of any kind
 - Be respectful. No text or voice activity related to: racism, sexism, hate speech, targeted harassment, homophobia, trolling/baiting for comments, and any other problematic behavior.
3. Keep channel discussions on topic
 - Keep the conversations relevant to the channel they belong in. If you don't know where to take off-topic conversations, go to #off-topic.
4. No NSFW
 - Do not post material or anything that would be deemed illegal or questionable. This includes text messages, continued voice activity, posted images and videos, server nicknames, profile pictures, and website links.

5. No spam

- Do not spam messages. This includes non-Drexel related server invites, emojis, mass mentions, caps, screamers, and link spam.

6. No sharing of private information

- Posting personal information of people other than yourself is prohibited, and for privacy's sake, we don't recommend sharing your own.

7. No trolling or heavy politics

- This includes flame wars, political or religious debate.

8. Please keep in mind of Academic Integrity

- Cheating, sharing of answers, and plagiarism is not allowed in this server. This includes images of classwork, prior exams, and snippets of code.

By agreeing to these rules, you understand that we reserve the right to moderate this Discord Server/Instagram Page in the event of, but not limited to, any violation of these rules. Our moderation can take the form of removal of the violating postings, issuing temporary mutes, or removal of access to member only channels.

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
13. April 29, 2019
14. May 7, 2020
15. April 24, 2021
16. April 28, 2021
17. March 7, 2022
18. May 1, 2022
19. May 18, 2022
20. April 22, 2023
21. November 2, 2023
22. June 28, 2024
23. May 1, 2025

