

Cornell Computer Reuse Association  
CONSTITUTION

Article I: Organization Name

The Association will be known as the “Cornell Computer Reuse Association”

Article II: Affiliation With Other Groups

The Association at the current time has no direct affiliation with any other groups of any kind, although it will work with other groups in its attempt to distribute computer equipment to the surrounding community.

Article III: Purpose, Aims, Functions of the Organization

The primary purpose of the Association is to acquire computer equipment as it is recycled out of the Cornell community and restore it as best as possible to its full function.

Afterwards, a separate but equally important purpose of this Association is to find the best possible placement for this equipment where it will be appropriately used and maintained to further educational opportunities for those who otherwise would not have access to this technology.

When possible, the Association will provide technical assistance for the groups receiving computers from the Association. Technical assistance will come in whatever form necessary to maintain the quality and longevity of the equipment provided.

Article IV: Membership Requirements and Limitations

In order to be a “member”, a volunteer must sign up for the listserv and attend one general meeting at the beginning of the semester; however there are no requirements to be a volunteer. Volunteers will perform tasks directed by the coordinators as they see fit. Anyone can be a volunteer who has an open attitude and a willingness to help. Some tasks that volunteers will perform are, but are not limited to the following:

- Helping collect equipment from donors
- Helping restore received equipment by erasing the hard drive and installing new operating systems and programs.
- Helping deliver and set up equipment at their final destination
- Helping maintain and further the educational value of the computers by providing technical assistance where it is possible or by teaching classes on how to use computers in new computer labs.
- Helping promote and recruit new volunteers to the organization

Article V: Officers (titles, term of service, how and when elected)

Officers will hold their position for a period of one academic year from September to May, with elections held in April for the following year. Those wishing to hold positions on the executive board will submit a short statement describing their interest in the position, and they will be voted upon by the entire membership of the Association. Elections will be decided by a majority vote and ties will be broken by a vote within the present executive board. The term limits for any one position will be four years, and the term limit for the President will be two years. They must meet the requirements of their defined job or they will be removed from their position by a unanimous vote of all other officers as well as the sponsor, Al Heiman. The removal clause is intended to ensure that the Association is run with consistency and responsibility by all those involved. The following officer positions are as follows:

- a. President: This individual will help coordinate other officers and members in achieving the goals of the Association. In this capacity, the President will help lead meetings, provide direction and leadership, as well as serve as the public face of the Association.
- b. Treasurer: This individual is in charge of all finances for the Association. Their responsibilities are, but are not limited to, the following:
  - i. Managing the semester budget for the Association
  - ii. Pursuing and applying for any grants for which the Association may be eligible
  - iii. Managing expenditures of the Association and ensuring that the Association's money is spent as effectively as possible
  - iv. Maintaining a record of all Association expenditures and receipts for audit and accounting purposes
- c. Secretary: This individual is tasked with recording minutes for the weekly meetings for distribution over the listserv and maintaining information on the website. The Secretary will also be in charge of adding/deleting members to the **list-servs**.
- d. Processing Chair: This(ese) individual(s) will be responsible for:
  - i. An inventory of computers donated to and by the CCRA
  - ii. A database detailing the recipients of CCRA donations
  - iii. All documents relating to CCRA donations including inventory tags and donation applications
  - iv. Processing and delegating the processing of computers
  - v. **Keeping the room organized**
  - vi. **A head processing chair will be elected to oversee these operations**
- e. Publicity Chair: This individual is charged with the responsibility of:
  - i. publicizing and advertising fundraising and awareness events

- ii. writing and designing club newsletters
- iii. coordinating fundraising events

#### Article VI: Advisor (term of service, how selected)

The current advisor is Alan Heiman and will remain so for the foreseeable future. He was selected due to his previous experience donating computers to Africa and working as a Cornell Administrator in the CIT lab for some years. He has expert knowledge of restoring and maintaining computers as well as extensive knowledge of all of the programs we will be working with in this process. Until it becomes necessary, Al will act as the advisor for this Association. **If a successor is necessary, an emergency meeting of club members will convene to determine how to find a new advisor.**

#### Article VII: Meetings (Frequency, special meetings and who calls them)

Meetings will be held weekly as determined and agreed upon by the members. Changes to meetings such as weekly rescheduling or canceling will be handled by the President. Special meetings can be called by the President only as deemed necessary. Special meetings will be meetings which are separate to the regular weekly meetings but address some urgent business which cannot wait for the regularly scheduled meetings.

#### Article VIII: Quorum (number of members required to transact business)

For all regular decisions, including decisions about the procurement of computers, a majority vote of members will be sufficient.

For decisions about the removal of any individual from an officer position, all officers including the advisor must be present.

#### Article IX: Referendum and Recall (procedures and handling)

The Association does not require any procedure for referendum and recall and one will be amended to this constitution as necessary.

#### Article X: Amendments

Amendments may be proposed by any member of the Association who must provide an explanation for the proposed amendment.

Amendments will be voted upon one week after proposal.

Amendments will be approved by a majority vote of the membership.

#### Article XI: Ratification

This constitution will be ratified once approved by the original members of the executive board and the advisor, Alan Heiman.