

CONSTITUTION



ARTICLE I: Name

- 1.1 The club's name is Reboot McGill, referred to hereinafter as Reboot.
- 1.2 McGill University has approved the use of the McGill name in the club's title (see appendix A).

ARTICLE II: Mandate

2.1 Reboot's mandate shall be to fulfill the activities outlined in the Reboot's Mission Statement which include but are not limited to:

- Collect, refurbish and redistribute computers and computer accessories with the help of McGill Waste Management.
- Wipe computer hard drives, install free and open source operating system and repair computers when required.
- Redistribute computers and accessories to the McGill community (staff, faculty, graduate and undergraduate students, student groups) and non-profits.
- Strive to include all members of the McGill Engineering Community and members from all of the McGill community in its events.
- Organize an e-waste pick-up event on the McGill campus when deemed necessary (at least once per academic year, in March), in coordination with an e-waste recycling organization or company which disposes of electronic waste in a responsible and environmentally sound manner and other environment groups on campus.
- Provide a technical learning environment for McGill students and promote the distribution of open source software.
- Promote green initiatives and new ideas with respect to electronics (computers, etc...) in the faculty of Engineering and across campus.

2.2 Code of Conduct

- 2.2.1 Reboot shall carry forth its mandate from an anti-oppressive standpoint.
- 2.2.2 Equal respect shall be given to all members, regardless of position.
- 2.2.3 No member shall make personal profit from Reboot.
- 2.2.4 No member shall be held individually financially responsible for expenses incurred in the course of their duty.
- 2.2.5 Reboot shall not sell computer parts as described in the Engineering Undergraduate Society's (EUS') Memorandum of Agreement (MoA) with McGill University, however will accept donations.

ARTICLE III: Membership

- 3.1 Regular Membership in Reboot is open to all McGill students who have either volunteered more than 4 office hour sessions in both Fall and Winter semesters or who have demonstrated understanding of the preparation process and club goals.
- 3.2 Only Regular Members who have participated in Reboot activities for at least 2 semesters are eligible to be elected as officers.
- 3.3 Only Regular Members have voting privileges.

ARTICLE IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer Reboot and oversee its events.
- 4.2 The EC is composed of the following four portfolios:
 - 1. Vice President Operations
 - 2. Vice President Communications and Internal
 - 3. Vice President External
 - 4. Vice President Finance
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 At least two of the four EC members must be present at an EC meeting in order for quorum to be met.
- 4.5 Executive committee members shall be entitled to reimbursement for expenses incurred in the course of their duty where such expenses are authorized and deemed reasonable by the Vice President Finance or the EC, and according to EUS financial policy.
- 4.6 Vice President Operations may appoint Regular Members to the following positions :
 - 4.6.1 Director of Technologies to fulfill article 6.1.3
 - 4.6.2 Director of Website to fulfill article 6.1.4
- 4.7 Vice President External may appoint Regular Members to the following positions :
 - 4.7.1 Arts Representative
 - 4.7.2 Science Representative
- 4.7 Each member of the EC shall be issued a key (with the deposit of 25\$) to the Reboot Office, will receive off-hour access to the Ferrier building and will be required to hold at least 3 office hours per week (i.e. hold the Reboot office open for volunteers and pickups for 3 hours a week). Keys must be returned at the end of an executive's term in office to retrieve their deposit.
- 4.8 Directors and Representatives will be offered a key with the request to hold office hours with the same conditions stated in 4.7. They may decline.
- 4.9 Members of the EC may be removed from office in two ways:
 - 1 Unanimous agreement among EC members (excepting the subject of the removal procedure) during an EC meeting.
 - 2 During a General Meeting, a secret ballot vote may be initiated by any member. A 2/3 majority is required to remove the executive.
- 4.10 In the event that a member of the EC leaves their office through removal or resignation, they must immediately relinquish their office key and any administrator privileges to online accounts. They must also brief the remaining EC members on any ongoing operations.
- 4.10 Vacant positions on the EC arising during the Fall Semester will be filled by secret ballot during the Winter Semester General Meeting. Vacancies during the Winter Semester will be filled during normal elections in March.
- 4.11 The EC may temporarily appoint a Regular Member to replace the missing Executive. This appointment is only valid until a new officer can be elected.

Article V: Elections

- 5.1 Elections for the Executive Committee shall be held in March each year.
- 5.2 Each Executive shall serve a term of one (1) year beginning and ending on the first of May.
- 5.3 Elections shall be held during a General Meeting by secret ballot and monitored by a Chief Elections

Officer selected by the Executive Committee. The CEO shall:

- 5.3.1 Prepare the ballots and distinctively mark them to prevent individuals from having more than one vote.
- 5.3.2 Be responsible for counting the vote and announcing and posting the result to Reboot website.
- 5.3.3 Keep, in their possession, the ballots of the election, for a period of one week, in the event of an individual requesting a re-count or suspecting foul-play.
- 5.4 Members may be elected to each executive position only twice. A member may serve up to 4 terms as part of the EC, in each of the VP positions.
- 5.5 In the advent of a tie, the EUS Vice President Clubs and Administration will cast the tie breaking vote.
- 5.6 Vacant seats may be filled by non-Regular members if the EC deems it necessary and a vote is passed by a simple majority by Regular Members.

ARTICLE VI: Portfolios

- 6.1 The Vice President Operations shall :
 - 6.1.1 Ensure that the Reboot Office is clean and organized for the effective operation of the club.
 - 6.1.2 Purchase tools and materials required for club operation.
 - 6.1.3 Ensure that the Reboot internal server is running, able to dispatch IP addresses and configured to ease operating system installation (e. g. local mirror, installation via PXE...).
 - 6.1.4 Ensure that requests for 4 computers or less are filled in a timely manner.
- 6.2 The Vice President Communications and Internal shall:
 - 6.2.1 Oversee and coordinate the programming activities and events of the club.
 - 6.2.2 Promote the recruitment of new members and—Maintain the membership list and member information.
 - 6.2.3 Take down meeting minutes and post them to the club's Dropbox account and wiki.
 - 6.2.4 Maintain and update the website and wiki.
 - 6.2.5 Be in charge of social media outreach (public Facebook page, Reboot *listserv* and member communication, postings in other *listservs* etc.) and other channels of communication.
- 6.3 The Vice President Finance shall :
 - 6.3.1 Oversee and coordinate funding for the projects and events of the club; this includes researching new funding alternatives.
 - 6.3.2 Sign all financial transactions
 - 6.3.3 Ensure the funding and financial stability of the club and its projects.
 - 6.3.4 Keep track of all financial transactions and receipts.
 - 6.3.5 Maintain a list of people carrying keys.
 - 6.3.6 Be responsible for booking and arranging meeting room, and drafting agendas for general meetings.
- 6.4 The Vice President External shall :
 - 6.4.1 Be responsible for promoting the image of Reboot to the community within and outside McGill University.
 - 6.4.2 Promote community awareness of projects implemented by the Reboot.
 - 6.4.3 Maintain contact with Faculties (Representatives can be appointed), Office of Sustainability, SSMU, PGSS, the SSMU and EUS environment committee, and other on- and off-campus groups.
 - 6.4.4 Be in charge of fulfilment of larger requests (5 computers or more).
 - 6.4.5 Sit on the EUS environmental round table if requested.

- 6.5 The EC shall be reduced, if required, to be composed of at least 2/3 EUS members, to maintain Reboot as an EUS Club and comply to the EUS Constitution. Members removed from the EC shall retain their duties towards Reboot however will not be considered part of the EC to the EUS.

ARTICLE VII: Meetings

- 7.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC, generate an end of year report and review the year's activities.
- 7.2 Regular Executive and General meetings shall be held throughout the fall and winter terms.
- 7.3 A meeting at the beginning and the end of each semester will be called to decide the semester's operations and special activities.
- 7.3 Special Meetings shall be called at any time deemed necessary by the EC.
- 7.4 Meetings related to specific events shall be held as required.
- 7.5 EC members must arrange to meet on a biweekly (or twice monthly) basis whether during office hours or at pre-arranged meeting times.

ARTICLE VIII: Constitutional Amendment Procedure

- 8.1 Any member of the club may propose an amendment to the Constitution.
- 8.2 All amendments must be approved by a 2/3 majority at a General Meeting.

ARTICLE IX: EUS Constitution

- 9.1 Reboot activities will take place in room 218, 2nd floor, in the Ferrier building on McGill's downtown campus (i.e. the Reboot Office).
- 9.2 McGill Office of Campus and Space Planning has provided the Reboot Office for Reboot activities. The use of the room should be officially agreed upon by the EUS and McGill University when the EUS' MoA is renegotiated.

ARTICLE X: EUS Constitution

- 10.1 In case of any inconsistencies between the Reboot Constitution and the EUS Constitution, the EUS Constitution shall take effect.
- 10.2 If there are any areas not covered in this Constitution, the EUS Constitution and By-Laws shall take effect.

APPENDIX A : McGill University Approval of McGill Name in Club Name

----- Forwarded message -----

From: **Patricia Wood** <patricia.wood@mcgill.ca> Date: 27

October 2010 15:53

Subject: FW: Form submission: Application for permission to use the University name or logo (Reboot McGill)

To: Joshua Fletcher-Kyle <joshua.fletcher-kyle@mail.mcgill.ca> Cc: Dennis

Fortune <dennis.fortune@mcgill.ca>

Hello Joshua,

You are authorized to call your organization "Reboot McGill". By copy I am advising Dennis Fortune. However,

Please be reminded that this permission does not extend to the use of the McGill logo. The use of the logo is

generally limited to the institution or those acting as its agent. Use of the logo by student organizations is considered exceptional (one example might be an event sponsored by the University or a University department); separate permission must be sought in writing from the Secretariat.

Patricia Wood

on behalf of the Stephen Strole

Secretary-General

Phone: [514-398-1568](tel:514-398-1568)

From: Patricia Wood

Sent: Tuesday, October 26, 2010 1:22 PM **To:**
Dennis Fortune

Subject: FW: Form submission: Application for permission to use the University name or logo

Dennis,

I have received the request below. Can you advise what do you know about this organization?

Thanks,

Pat

Patricia Wood

James Administration Building, Room 313

Telephone: 398-1568 Fax: 398-4758

From: noreply@mcgill.ca [mailto: noreply@mcgill.ca]

Sent: 21 October 2010 23:22

To: Patricia Wood

Subject: Form submission: Application for permission to use the University name or logo

I wish to use the: McGill name

Applicant: Joshua Fletcher-Kyle

Email address: joshua.fletcher-kyle@mail.mcgill.ca

Department or Reboot

Organization:

Tel.: [5149742127](tel:5149742127)

Fax:

Description of Reboot is a new organization on the downtown campus whose objective is to **the request:** reduce the amount of computer hardware being disposed of by McGill by

refurbishing usable components and returning them back to the McGill and surrounding communities for reuse.

We are supported by the EUS, The Office of Sustainability, The School of Computer Science and Waste Management and currently have space in room 218 of the Ferrier Building from which we are operating out of.

We would like to be able to use the McGill name and officially call the organization "Reboot McGill" to distinguish us from other organizations with similar names and goals.

Thank you for considering our application.

Joshua Kyle
Reboot Manager

This form was submitted from <http://www.mcgill.ca/secretariat/ceremonial/permission/> on Thursday, 21-Oct-10 23:22:09 EDT.