

Constitution of Drexel Smart House

Article I: Name

Section 1: The official name of this organization shall be Drexel Smart House, hereinafter referred to as “DSH.” The property at 3425/3423 Race Street, known as The Drexel Smart House, hereinafter will be referred to as the “House.” The Alumni 053D location, known as The Drexel Smart House Laboratory, hereinafter will be referred to as the “DSH Lab.”

Article II: Mission & Purpose

Section 1: Founded in 2006, Drexel Smart House is a student-led, faculty-supported, multidisciplinary organization that promotes innovations in Philadelphia. The 3425 Race Street property serves both as a tool for student-led projects to develop these innovations and as a connection between Drexel Smart House and the surrounding community, enabling Drexel Smart House to spread its benefits beyond the University.

Section 2: Our overarching purpose is to create and discover technologies that are accessible, applicable, and beneficial to urban life - particularly Philadelphia. We do this by facilitating design, research, and entrepreneurial projects run by Drexel University student members. The Drexel Smart House property on campus acts as an interactive model of how our projects can be incorporated into existing Philadelphia homes and infrastructure. Right at the gateway between Drexel University and the residential Philadelphia community, we are in the prime location to disseminate Drexel innovation throughout Philadelphia following our “Smart House, Smart Block, Smart Community” philosophy.

Article III: Affiliations

Section 1: 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

Section 1: Membership of this organization shall consist of full-time, part-time, undergraduate, or graduate students enrolled at Drexel University.

Section 2: Membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, gender, sex, age, veteran status, sexual orientation, and/or ability.

Section 3: Membership in this organization shall be open to all who are interested and will be divided into the following classifications based on the criteria set forth in this document. Further classification and clarification will take place in the DSH Bylaws.

- A. Active Members - This category is a larger category that includes both Executive Board members and Project leads.
 - a. Executive Board Members - Also known as “Officers.” This membership is defined in Article V and will be filled following the Executive Board recruitment system established in the Bylaws.

- b. Project Leads - This category of membership consists of the founding member/s of each DSH affiliated project. Requirements to be a project lead include all of the requirements of an general member, along with added requirements and benefits of having a DSH affiliated project.
- B. General Members- This category includes all other members that are not considered “Active,” but still participate in organizational activities, may apply to hold an office, and may benefit from Drexel University-given or Drexel Smart House funding.
 - a. Project Members - This category consists of members that work on a DSH affiliated project but do not lead the project, nor are responsible for DSH-affiliated project requirements. Requirements to be a project members include all of the same requirements to be a general member.
- C. Participants - Drexel faculty and staff, DSH alumni, other former Drexel students, non-Drexel students, community members, and individuals with an occupation in an industry relevant to DSH’s mission and purpose will fall under this category and may participate in the organization to the fullest allowed by Drexel University policy. Participants are not considered members, and may not vote, hold office, nor may they benefit from Drexel University-given funding.

Article V: Officers

Section 1: Officers of the organization shall consist of:

- A. **President** – The president is the main guiding body of the Drexel Smart House Organization and their sole responsibility is to ensure the success of the organization and develop both the current and long-term organizational visions. The President must be able to manage many tasks and communications at once, oversee the duties of all other executive members, and help to provide a vision for the future of the organization as a whole. They normally serve as the main lead of communications, facilitating partnerships and outreach. They also serve as an overseeing body on both event-coordination and organizational finances.
- B. **Vice President** – The Vice President is responsible for assuming the duties of the president in his or her absence and supports/reviews the performance of the president over the course of a year. This role helps the president to direct current and long-term visions for the organization and acts as a mentor for incoming board members. They also serve as the lead in funding/grant search for the organization, and to serve as an overseeing body on communications and household development. The Vice President also prepares the agenda for all meetings and notifies all members.
- C. **Treasurer** – The Treasurer is responsible for keeping all financial records of the organization, budgeting funds for this fiscal year, and anticipating the next fiscal year’s budget. This role is responsible for preparing all budget requests for events, project purchases, and operational expenses. They also lead the preparation of an annual and quarterly budgets, assisted by both the President and Vice President. Additionally, they maintain a financial history of the organization and ensure the organizational fundraising goals are met. Once a term, the treasurer should meet with the org’s SAFAC representatives to ensure that the organization is on track for financial success.
- D. **Event Coordinator** – The Event Coordinator is responsible for the full event planning process. This role is responsible for planning out future events, managing current events, and ensuring their success. They are in charge of submitting event requests to DragonLink in a timely manner, accompanied with description of the event(s). They are also the default lead of all events; making them responsible for event agenda planning and event setup/teardown.

- At the end of the current quarter, the Event Coordinator plans the upcoming quarter events, coming up with event ideas, names, possible dates and times, and drafting preliminary budgets. By the beginning of the next quarter this plan should be set and event submissions should start as soon as possible.
- E. **Director of Communications** – Shall work under the guidance of the President. He/she works with the President to connect DSH with external organizations, companies, and other opportunities. This includes maintaining contact with the organizations alumni, as well as University departments and community partners. The external communication position is meant to serve as an assistant to the President’s normal roles, but works to go above and beyond in this area. The Director of External Communications, once sufficiently trained, will act as the main contact and source of important DSH opportunities. During training, most/all efforts will be funneled through and approved by the President.
 - F. **Director of Project Management** – Shall work under the guidance of the Vice President. He/she is in charge keeping up-to-date with new, prospective projects and editing/distributing important project contracts and proposals. Once a proposal is solicited, the Director of Project Management will personally review the proposal for fit to DSH areas of focus and if in acceptable condition, send to the review board. This is where merit of the project is determined, and if positively reviewed by a majority of Review Board Members, this Director coordinates directly with the DSH treasurer and the project lead to develop a finalized budget for funding approval. This Director is to keep constant contact with project leads, follow their progress, and help to assist them with any needs they might have. The Director of Project Management ideally aims to have advanced knowledge in research, entrepreneurship, and design, working to advise projects on grant/scholarship, contest, and professional opportunities that may assist their prestige and progress.
 - G. **Director of Marketing** – Shall work under the guidance of the Event Coordinator. This director’s primary responsibilities includes advertising, graphic design, and social media outreach/updates, ultimately creating DSH’s visual image. They provide new members with a welcoming introduction via email, and continue to inform the organization’s body of members about DSH current happenings. The Director of Marketing leads the effort for recruitment and works to diversify the DSH membership as much as possible in terms of knowledge, experience, and disciplines. They also work with the treasurer to create and purchase promotional items.
 - H. **Director of Operations** – Shall work under the guidance of the treasurer. This director is in charge of keeping records of all the members of the organization, all activities, and equipment. The Director of Operations is responsible for managing DSH’s technical and digital aspects. This includes the Google Drive, future server space and websites and mobile apps. This Director works with all other DSH leads to help them with their technical needs and to also maintain consistency across the organization. This position will also work to improve household aesthetic/image and will work to keep meeting minutes and maintain an actionable item list from executive meetings
 - I. **Student Advisor** – The student advisor position is meant for past executive members that would like to still be involved and help guide Drexel Smart House as an organization, but cannot dedicate enough time to be a full participant in the executive board. The main responsibility of this position is to keep in contact with the organization, be there to answer questions, help with transitions, and to help transfer knowledge. Similar to the faculty advisors of the organization, the student advisor will also attend combined executive council meetings.

- Section 2: The organization executive board members defined under Article V must be full-time, enrolled undergraduate students of Drexel University.
- Section 3: To hold the President organizational position, one must be qualified by having held a position under the executive board for at least a full year prior to applying.
- Section 4: Should an officer position become vacant during their term, applications will be open to all applicable Drexel students. Filling the position will follow the application and interview process as stated in the Bylaws.

Article VI: Advisor

- Section 1: The organization advisor must be a full-time member of the faculty, administration, or professional staff of Drexel University.
- Section 2: The duties and responsibilities of the advisor shall be to:
- A. Have basic knowledge as to the history, structure, and purpose of the organization
 - B. Have knowledge of the organization's budget and finances.
 - C. Provide useful guidance to help the student organization identify and attain its goals.
 - D. Be knowledgeable of University policies and regulations and civic ordinances, as well as state and federal laws that affect the activity of the organization.
 - E. Maintain ongoing contact with club officers.
 - F. Lead the advisory board of the organization.
- Section 3: Should the advisor position become vacant during the year, a new advisor that already holds a position on the advisory board will step in. Voting for which of the advisors on the board takes this position will happen with a two-thirds vote from the officers.
- Section 4: The executive board may establish an advisory board as per the guidelines established in the bylaws. This board will be organized by the current advisor, and is created to help facilitate more well-rounded, interdisciplinary advising for the organization.

Article VII: Meetings

- Section 1: Regular meetings of the organization shall be held at least bi-monthly, at such a time and date as determined by the Executive Board. The times, dates, and places of all meetings shall be announced to all members of the Organization at least 48 hours in advance.
- Section 2: Special meetings of the organization shall be held at least once a year, and with the active members of the organization. These meetings can be called by the executive board when a decision has to be made that affects the entire membership of the organization and cannot be done by the board alone or when the current executive board would like to communicate upcoming updates about the organization.
- Section 3: For the transaction of business and voting, a quorum must be obtained. Quorum is defined as the minimum percentage of members required to be present. The organization requires 80% active members for the transaction of business.

Article VIII: Finances

- Section 1: DSH will not collect dues from any of its members, officers, or advisors of any form.
- Section 2: Yearly SAFAC-provided funding will be stored in the organizational SAFAC-Main account. This account may be used to fund events, food, promotional items, operational expenses, and any other categories allowed under SAFAC's policies.
- Section 3: All funding obtained by the organization via scholarships, grants, and/or other forms of external funding will be stored in the organizational fundraising account. The funds in this account may only be allocated towards seed funding for DSH-affiliated projects. In special, emergency circumstances, these funds may be used for other purposes, however, this requires a four-fifths executive board vote. Additionally, should the organization organize a fundraising campaign directed towards a specific organizational purpose other than project funds, and if this purpose was clearly marketed in said campaign, the money raised will be used for this intended purpose.

Article IX: 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 X: Amendments

- Section 1: This constitution shall be amended one of two ways:
- A. The active membership may propose an amendment at any special meeting, provided that a quorum is met and that the amendment has been submitted in writing at a previous meeting. A two thirds vote of active membership may pass the motion, however, the President has the right to veto this amendment at any point.
 - B. The Executive Board may amend the Constitution themselves, provided that the amendment has been submitted in writing at a previous executive meeting. An 80% vote may pass the amendment. A two thirds vote of all active membership may veto the amendment.

Article XI: Dissolution

- Section 1: A proposal for the voluntary dissolution of the DSH organization can be made by any student member or advisor by submitting a request to the current President or Vice President. This request can be made either orally or written.
- Section 2: In the case that a proposal for the voluntary dissolution of the DSH organization be made, a vote must be held amongst the officers, members, and advisors within a certain time frame once the proposal is made as specified within the Bylaws section. The method for which the voting process will be held is outlined within the Bylaws section. DSH officers reserve the ability to dismiss the proposal at any time before the day of the vote.

- Section 3: It is the shared responsibility of the DSH Executive Board to notify student members and advisors at least two weeks prior of the day that the vote will be held.
- Section 4: For the proposal to be upheld, an unanimous decision must be reached by all voting members by midnight on the day of the vote. Should any member or advisor abstain, their vote will not be considered when determining the unanimity of the decision.
- Section 5: Should the proposal be upheld, all DSH officers and advisors must sign an agreement to dissolve the organization.

Article XII: Definitions

Active Member - Refer to Article IV Section 3-A

Project Lead - The student who has an approved project proposal at DSH, and has signed all related contracts.

DSH Affiliated Project - Refers to any project that makes use of Drexel Smart House resources and/or is lead by the project lead

Officers - Also known as the “Executive Board,” defined in Article V

Executive Board - Also known as the “Officers,” defined in Article V

Executive Council - The group taken as the combination of the officers and the advisory board.

Regular Meeting - Any normal event or other general member meeting

Special Meeting - Any meeting not previously planned or to be planned in an event of emergency/urgency

Advisory Board - The collective group of the organizational advisor and any secondary advisors overseeing the organization

Fractionally-passing voting - All votes in the organization that are required to receive a certain fraction or percentage to pass will follow that fraction rounded up to the nearest whole person. For example, if a motion needs a one-half vote to pass and there are eleven people voting, there would need six positive votes for the motion to pass.

Date Ratified 01/29/2007

Date Revised 02/19/2007

Date Revised 11/02/2009

Date Revised 11/11/2017

Date Revised 07/17/2018

Bylaws of Drexel Smart House

Article I: Membership

- Section 1: The procedure for selection of active membership is outlined in Article II of the Bylaws for officers or the project proposal procedure for prospective project leads.
- Section 2: Minimum active membership responsibilities and duties for project leads shall be outlined in the Project Lead Contract. This contract may be distributed to all members upon request of the executive board.
- Section 3: Active membership may be terminated by a breach of the Project Lead Contract. This contract may be distributed to all members upon request of the executive board.

Article II: Selection of Officers

- Section 1: The selection of officers shall be done by an interview and ranking system modeled after Drexel's co-op selection system. When a single position or multiple positions become vacant, there must be a public recruitment campaign to advertise the open position/s. From there, prospective officers may fill out a written application, and then schedule an interview with the executive board once the application is accepted. The performance during the interviewing process is based on past dedication to the organization, but more importantly the experience and skills of the applicant and how well their interests align with the responsibilities of the position.
- Section 2: The interviewer evaluation board will be made up of all available executive board members. At least two executive board members must be present to evaluate an interviewee.
- Section 3: When all applicants have been review for all vacant positions, the executive board will choose whether the person receives an "Acceptance" or a "Qualified Alternate" for the position/s that they applied for or for any other vacant positions. At this point, the applicant may rank or decline their position/s based on their own feelings. If the applicant ranks an acceptance as "1", then they are guaranteed to receive that position. If they rank a qualified alternate as "1," then they will only receive this position in event that another applicant declines it. At this point, if the applicant did not decline their acceptance, they will default to this position.
- Section 4: In order for an executive board member to be removed from their position, there must be a majority agreement among the current executive board that the person in that position has not been meeting their requirements as an executive board member, not meeting the requirements of their position at the organization, not contributing and/or hindering the success of the organization as a whole. A special meeting can be called by any executive board member, and an 80% vote may pass to remove the member from the executive board.
- Section 5: An executive members first quarter working for the organization is deemed a training period, in which they work to understand their position, responsibilities, and duties. At the end of this training period, the rest of the executive board will meet to evaluate that member's progress, their level of contribution, and how their skills fit the needs of the position. An 80% vote may pass to remove the member from the executive board. In this instance, the executive board

member in-training may still apply to any vacant position besides the position that they were removed from.

Article III: Selection of Advisor

Section 1: The selection of the advisor shall be done as outlined in Article VI of the constitution

Section 2: A special meeting can be called by any executive board member to remove an advisor, and an 80% vote may pass to remove the advisor.

Article IV – Advisory Board

Section 1: An advisory board may be established if the current executive board feels as if it would benefit from a broader, more interdisciplinary advising from across the university.

Section 2: The advisory board can be established either by the current organizational advisor or the executive board and must only consist of any of the following:

- Drexel faculty and staff
- Drexel alumni
- Drexel students who been executive board members or have closely worked with the organization for at least a year at some point before the establishment
- Professionals from the industry working in a field closely related to the organization's guidelines

Section 3: An advisor will immediately be released of his responsibilities if a no-confidence plea is submitted by the executive board to the advisory board with the signature of each member and two-thirds of the advisory board supports it

Section 4:

The advisory board is responsible to keep the organization headed towards its original goals and motto as set by the founders. The board is required to have in-depth knowledge of Drexel Smart House and keep a check on the executive board to prevent violation of Drexel's policies in relation to the House.

Article V – Committees

Section 1: All standing and special committees shall be formed by the current Executive Board as deemed necessary.

Section 2: Standing and special committees shall each operate under the authority of and report directly to a specific officer of the Organization.

Section 2: Standing Committees shall be constituted, converted to a special committee or dissolved with the approval of the Organization. The Chairpersons of Standing Committees shall be appointed by their associated officer, subject to veto by majority vote of the Executive Board.

Section 3: Special Committees shall be constituted and dissolved by the Executive Board as deemed necessary. The Chairpersons of such committees shall be appointed by their associated officer, subject to veto by majority vote of the Executive Board.

Section 4: Removal of committee chairpersons may be accomplished by majority vote of the Executive Board. Any other member of a committee may be removed for cause by the chairperson or the President.

Article VI: Amendments

- Section 1: These bylaws shall be amended one of two ways:
- A. The active membership may propose an amendment at any special meeting, provided that a quorum is met. A one half vote of active membership may pass the amendment, however, the President has the right to veto this amendment at any point.
 - B. The Executive Board may amend the Constitution themselves, provided that the amendment has been submitted in writing at a previous executive meeting. An 60% vote may pass the amendment. A two thirds vote of all active membership may veto the amendment.

Article VII: Dissolution

Section 1: The voting process for voluntary dissolution of the organization will proceed in the following manner: A day will be designated by the DSH Executive Board for which votes regarding voluntary dissolution of the organization will be accepted. Votes are to be submitted via email to info@drexelsmarthouse.com. DSH student members and advisors may submit one vote for themselves. Submission of votes will not be accepted past midnight of the day of voting. Votes will be tallied and an announcement of the results of the voting will be made the following day.

Section 2: Upon the submission of a proposal to voluntarily dissolve the DSH organization, a vote must be held within a month's time of the day of the submission.

Date Ratified 07/17/2018