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University Chapter and Affiliate Toolkit and Guidelines

Tech For Change
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The Tech for Change toolkit is meant to serve as a guide for clubs interested in joining the national Tech for Change Network.

There will be different types of Tech For Change Clubs: new clubs and existing clubs seeking affiliation with the Network due to mission alignment.

All clubs will have to meet minimum standards and renew these standards annually with the Tech for Change National Secretariat.

The Tech Change Club Toolkit outlines expectations of university-based chapters and affiliates and provides resources to guide your club's operations.

What is Tech for Change?

Tech for Change is a national network of student clubs founded on the belief that technology can be used as a catalyst to foster a better and more equal society. Tech for Change seeks to provide opportunities for students to broaden their knowledge of public interest and to interact with and collaborate across disciplines and academic institutions who have a shared interest in advancing public interest technology. Tech for Change was started by students from Howard University and Boston University.

What is Our Vision:

A network of technologists who have created a better and more equitable society for all.

Tech for Change Manifesto:

We operate in service of social justice and the public interest.

We are humbled and inspired by the power of technology to do good and, if unchecked, to do harm.

And so, we need to not only educate technologists but also the general republic about this awesome power.

And, we believe in responsible creation.

And so, we are committed to working to ensure that the creators of technology reflect our society because we also believe in the power of diversity, equity, and inclusion to bring about a better world.

We want to challenge the narrative and bring communities together around the potential of technology to be a positive force for change.

We are Tech for Change.

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Goals of the National Network

The goal of Tech For Change is to support the establishment of university based Tech for Change clubs and affiliates that will catalyze and build support for students interested in public interest technology (PIT). Our vision is that each member club will:

1 Provide opportunities to demonstrate the relevance of public interest technology to students' everyday lives.

2 Introduce students to the possibility of future study or employment in the PIT space.

3 Offer students the opportunity to serve their community in advancing public interest technology issues.

4 Expand students' leadership skills by conducting demonstrations, academic exchange, cross-institutional collaboration, and outreach events related topublic interest technology.

Joining the National Tech for Change Network:
In order to remain active, each Tech for Change chapter or affiliation must:

1 Participate and/or promote annual civic tech hackathon.

2 Operate 2 workshops each semester.

3 Volunteer once a semester.

Benefits of joining National Tech for Change Network

1 Participation in a nationwide network of Tech for Change clubs.

2 Access to selected Tech for Change events, activities, projects, and information.

3 Access to resources: travel grants to annual civic tech hackathon, etc.

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Before You Start:
Determine what kind of Tech for Change Chapter you are:

Option #1: Club:
A new club is a group of people with similar interests and a like-minded vision who come together to form a new branch of Tech for Change.

Option #2: Affiliate:
Existing clubs who want to be Tech for Change affiliates because of their commitment to public interest technology. For example, Hack4Impact or BostonHacks, could be an affiliate. While these clubs are associated with Tech for Change, they will not be required to change their name. Affiliates will still be required to follow various requirements detailed below.

Step One: Recruit Leaders
Every new club will have an Executive Board. School's will want to check with their student affairs organization to make sure the club meets their school's requirements for student clubs.

New Clubs Leadership: List of Officer Roles and responsibilities

*Required

- ***President:** assume representative role, head of club operations, present modules

- **Vice president:** outreach director (reach out to people in industry & other universities, bring educator for those module), manage club portal PIT website

- ***Treasurer:** financial obligations, tracking monetary goals, setting budgets for events/trips

- **Secretary:** ensure club operations are met, monetary goals are met, documenting progress of clubs (have all events occurred & goals met)

- **Community Outreach Officer:** (larger club, assumes partial responsibility of VP)

- ***Hackathon Team Lead:** organize team to attend annual civic tech hackathon

Tech for Change Affiliates:

Existing clubs who want to become Tech for Change Affiliates will need to establish a leadership role on their executive board who will serve as the Tech for Change liaison, responsible for implementing public interest technology activities and ensuring the club meets the affiliation requirements.

Step Two: Set A Mission

Example Mission for University-level Chapter:

(Insert name) seeks to better society, educate students and the broader campus community through public interest technology.

Step Three: Define Club/ Affiliate Activities:

Required Activities

TechforChange affiliates must complete the following activities to be considered in good standing as an active club or affiliate:

1. Implement a minimum of one event or initiative per semester focused on public interest technology topics. This could be a speaker panel, a project with community partners, hosting a civic tech hack night, sending a team to participate in your local Code for America chapter, hosting a public interest technology research project, or anything that your club believes delivers on the TechforChange Vision and Manifesto.

2. Establish a TechforChange website presence and associated membership publicity:
   a. Publicize status as a TechforChange Affiliate or Club on website and outreach materials
   b. Include commitment to TechForChange vision and manifesto on website and club materials
   c. Required: general "modules"

1. Send members to the Annual TechforChange Civic Tech Hackathon

2. Submit an annual plan to the National TechforChange Initiative and provide end-of-semester impact reports

3. Attend monthly club leaders call

Example Activities:

While TechforChange requires only one public interest technology per semester, we hope clubs and affiliates will do much more! The following list includes examples of other public interest technology events or initiatives that could be implemented by your TechforChange chapter or affiliate:

1. Host a Law and Policy speaker or speaker series

2. Organize a public interest technology career fair (using the career fair guide from A Better Tech)

3 Social Media Public Awareness Campaign on public interest technology issues #publicinteresttech

4 Public Interest Technology Podcast Series

5 Send teams to attend a meet up for your your local Code for America Brigade

6 Volunteering: Helping local non-profit organizations (food banks, homeless shelters, etc.)

7 Fun events to garner more social engagement (dinners, outings, fundraisers, etc.)

8 Public Interest Tech Discussion Series: Deep dive on a specific STEM topic and promote its use cases for social impact

Step Four: Set Annual Calendar

Each chapter or affiliate is responsible to keep abreast of all of the national events. We've also included a suggested university-specific calendar.

National Calendar
1 Annual Civic Tech Hackathon
2 Monthly club leaders call

University-Specific Calendar (suggested/editable)
1 Recruiting Event
2 Welcome event
3 Annual Civic Tech Hackathon
4 Activity/ Events
5 Volunteer opportunities
6 Elections for club leaders
7 End of semester event

Step Five: Set Up Chapter Website Or Affiliate Content

Website templates will be available through the national Tech for Change Network that will include the following pages and content:

- **Home:**
  - Chapter Mission/Vision
  - Link to national website
  - Donation button (optional)
- **Officers & Bylaws**
- **Activities & Events**
  - Calendar
- **Partners and sponsors (if relevant)**
  - Donation button (optional)
- **Job & Internship board (optional)**
  - Link to the national site job board

The national website also includes all of the above but on a broader scale.

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Step Six: Create A Finance Plan

There is no money required to start a Tech for Change chapter or affiliate program, however, if there are funds made available through your university's student affairs office or through direct fundraising, a sample budget follows below:

- Sample budget
- Promotional Materials
- Web hosting
- Event Refreshments
- Space Rental
- Civic Tech Hackathon Travel (estimated costs

Step Seven: Create Your Bylaws

Each affiliate can create their own bylaws, but must maintain the values of the national Tech for Change. See Appendix I for example bylaws.

- Example New Club bylaws from Howard University (see appendix)

- Example Affiliate supplemental content for bylaws for an existing club at Boston University

Step Eight: Make A Marketing Plan

In order to maintain consistency across chapters and affiliates, PITUN brand guidelines and materials have been created for your use.

- Brand Style Guide
- Flyer templates
- Social media templates
- Logo

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APPENDIX I: BYLAWS EXAMPLE

Howard University Tech for Change Bylaws

Article I

The organization will be called Howard Tech for Change.

Article 2: Statement of Purpose

The goal of Howard Tech for Change is to establish a University network branch for the New America, Public Interest Technology Network at Howard University. In addition to establishing this new branch for the New America Organization, the network branch at Howard specifically aims to connect students at Howard University with an interest in new technology across all University programs.

Article 3: History

This club is being founded in order to receive gift money from a donor in order to pursue conversations that are being had on campus about emerging technology, cryptocurrency, and how these new technologies have the potential to lead to a more equitable future. The founders are:

Mr. Justin Stewart
Ms. Kenthia F Roberts
Mr. Aniruddha Pokhrel
Mr. Alan Robinson

Article 4: Membership

Section 1. All Regular members must currently be registered students of Howard University.

Section 2. No person shall be denied membership or office because of national origin, race, sex, disability, political or religious beliefs, or sexual preferences.

Section 3. All membership will be processed at the beginning of both the fall and spring semester of each academic year. Section 3 is subject to exceptions which can be carried out by members with leadership positions within the organization.

Article 5: Board of Directors

The Board of Directors of Howard Tech for Change shall consist of the following members: President, Vice President, Secretary and Treasurer. The initial Board of Directors will be selected by the founding members and serve for a term of one year. After the first year, these officers will be appointed after an electoral process administered by the previous Board of Directors.

The founding Board of Directors have the discretion to change the Board of Director structure with a ¾ majority vote. Additionally, new positions can be added to the Board of Directors with ¾ majority vote. If a majority cannot be reached, then the Advisor for Howard Tech for Change will be the tie-breaking vote to ensure that the mission of Howard Tech for Change aligns with the Articles of Incorporation.

Article 6: Board of Directors Duties

I. President – The President shall preside over all meetings and affairs of Howard Tech for Change. As head of the executive committee, he/she/they will play a key role in appointing heads of various sub-committees. The President shall also be responsible for representing the club in person or by correspondence in relation to the Advisory Board.

II. Vice-President – The Vice-President shall exercise the duties and responsibilities of the President when the latter is for any reason unable to exercise them. He or she will also be responsible for managing the rest of the executive board functions.

III. Secretary – The Secretary shall keep official minutes of Howard Tech for Change, including copies of all committee reports. He/she/they shall be responsible for the official file of correspondence of the club, and an up-to-date copy of the constitution and by-laws. He/she/they communicates to the general body the decisions of the executive body. The secretary shall also be responsible for notifying members of Howard Tech for Change meetings. He/she/they performs such other duties that fall within the jurisdiction of the office.

IV. Treasurer – The Treasurer shall receive, disburse, and keep custody of the funds of Howard Tech for Change. He/she/they will receive and file the annual audit report of the Finance Committee, and shall perform such other duties that fall within the jurisdiction of the office.

Article 7: Advisors

This advisory board shall consist of a special campus advisor who will be selected through a simple majority voting process by the founding executive board. The advisor shall be a current member of the teaching staff of Howard University. This advisor serves as the liaison between Howard University and Howard Tech for Change. He or she, as part of several responsibilities, shall serve to maintain the longevity of this organization on campus.

Article 8: Meetings and Place of Meetings

1. General body meetings shall be held on a bi-weekly basis. Emergency meetings can be called with a 24 hours notice.
2. All members are eligible to request and attend emergency meetings.
3. Any events that occur outside of general body meetings will follow a different set of rules.
4. Meetings can be held virtually or at a location agreed upon by the Executive Officers of the club.

Article 9: Conflict of Interest and Compensation Approval Policies

The purpose of this conflict of interest policy is to protect this tax-exempt corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or any "disqualified person" as defined in Section 4958(f)(1) of the Internal Revenue Code and as amplified by Section 53.4958-3 of the IRS Regulations and which might result in a possible "excess benefit transaction" as defined in Section 4958(c)(1)(A) of the Internal Revenue Code and as amplified by Section 53.4958 of the IRS Regulations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

APPENDIX II: EXAMPLE OF BYLAWS SUPPLEMENTAL LANGUAGE FOR AFFILIATED CLUBS

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APPENDIX III: MEETING GUIDANCE

Sample standing Agenda

- a. Welcome guests
- b. Introductions (name, preferred pronouns (optional), year in school, studying, fun fact)
- c. Meeting Norms
- d. Topics for discussion
- e. Calendar Review (2 weeks/ 1 month)
- f. Leadership Report-Out
- g. Questions
- h. Action items
- i. Meeting close

Meeting Norms:

- j. Stay Engaged
- k. Speak Your Truth
- l. Experience Discomfort
- m. Expect and Accept non-closure
- n. Grace with ourselves; Grace with Others
- o. Observe the 24- to 48-hour rule
- p. Notice patterns of participation
- q. Respect confidentiality
- r. Intent vs. impact
- s. Consider power dynamics
- t. Recognize the danger of a single story

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