



Community Recycling Campaign

For a better tomorrow

(A Tax-Exempt Organization)

Organizing Document

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TABLE OF CONTENTS

- 1. CRC MISSION STATEMENT.....
- 2. ARTICLES.....
 - 2.1. ARTICLE 1: NAME AND LOCATION.....
 - 2.2. ARTICLE 2: AIMS, OBJECTIVES AND PURPOSES.....
 - 2.3. ARTICLE 3: CLASSES OF MEMBERSHIP
 - 2.4. ARTICLE 4: MEMBERSHIP ACTIONS.....
 - 2.5. ARTICLE 5: MEMBERSHIP DUES.....
 - 2.6. ARTICLE 6: ORGANIZATIONAL & ADMINISTRATIVE SET UP.....
 - 2.7. ARTICLE 7: EXECUTIVE COMMITTEE.....
 - 2.8. ARTICLE 8: WAIVER OF NOTICE.....
 - 2.9. ARTICLE 9: AMENDMENTS.....
 - 2.10. ARTICLE 10: OFFICIAL YEAR.....
 - 2.11. ARTICLE 11: BY-LAWS.....
 - 2.12. ARTICLE 12: DISSOLUTION.....
 - 2.13. ARTICLE 13: INCORPORATORS.....
- 3. CODE OF CONDUCT.....
- 4. DOCUMENT HISTORY.....



2 CRC Mission Statement

2.2 Our mission is based on the principle

"Help Ever, Hurt Never; Love All, Serve All" - Saibaba

2.3 To promote recycling awareness in the public, make a positive contribution to the global conservation of energy, and to support "Reduce, Reuse, Recycle".

2.4 CRC Objectives:

2.4.1 Community Recycling Campaign (CRC) has the following objectives:

2.4.2 *Help Communities, Help Charities, and Help Volunteers*

2.4.3 *Encourage more children to participate in CRC recycling campaign activities*





3 ARTICLES

3.2 ARTICLE 1 NAME AND LOCATION

- 3.2.1** The name of this organization shall be the **Community Recycling Campaign**, hereinafter called the CRC and our motto is “*FOR A BETTER TOMORROW*”. Our website name is www.crcfbt.org.
- 3.3** It is a tax-exempt organization to provide a common platform to promote recycling awareness in communities and in the public.
- 3.4** Head Office is located in Powell, Ohio and address is 3938 Hampshire Ave, Powell, Ohio, until a new office is established and as registered with the Secretary of State of the State of Ohio and the U. S. Internal Revenue Service.

2.2 ARTICLE 2 AIMS, OBJECTIVES AND PURPOSES

- 2.2.1** We, the founder and board of directors, therefore, do adopt this constitution to administer, promote and implement educational programs to promote recycling and promote public awareness of the recycling with the aims and objectives of the organization, on this 10th day of November, 2010.
- 2.2.2** Media Campaign- using the latest technology methods spread the recycling message in the public.
- 2.2.3** Door-to-Door Campaign: develop more subdivision teams and distribute brochures to promote recycling.
- 2.2.4** To conduct, coordinate and promote recycling activities in sub-divisions, community gatherings, and public places in the vicinity of Columbus, Ohio, U.S.A.
- 2.2.5** Work with each subdivision mgmt to encourage them to participate in the community recycling programs and encourage whole household involvement to properly recycle items which are ready to trash.
- 2.2.6** Promote recycling awareness in schools and work with local organizations.
- 2.2.7** Refurbish and donate collected used electronics and plastic toys.
- 2.2.8** Collect used electronics (computers, monitors, printers, and scanners) and plastic toys from residents, public gathering booths, and CRC drop-off boxes.
- 2.2.9** CRC team collects used electronics and plastic toys from residents and drop boxes
- 2.2.10** CRC team refurbishes all collected items with parent volunteer’s help.
- 2.2.11** Donate working computers and plastic toys to local charities.
- 2.2.12** Handover non-working items to drop-off recycling centers.
- 2.2.13** Provide hands-on training on computers repair to all participants.
- 2.2.14** Get connected with community, schools, and in the public.
- 2.2.15** Work with local / state recycling managements and government offices to implement recycling programs in sub-divisions.
- 2.2.16** CRC identifies and adopts schools in other countries to promote recycling awareness and indirectly to help to stop the cattle death (per news channel reports, hundreds of cattle die each month in various states by eating roadside plastics). By running small recycling projects in schools and setting up a knowledge center in each adopted school, we would like to promote recycling awareness and spread the word in near villages. Expand ADOPT-A-SCHOOL program to more schools and implement recycling programs in all CRC adopted schools.

2.3 ARTICLE 3 CLASSES OF MEMBERSHIP

- 2.3.1** Any individual, who accepts the constitution of the Community Recycling Campaign project and the aims and the objectives for which it stands shall be eligible to be General Member of the Association.
- 2.3.2** Membership Fees



- 2.3.3 No annual membership fee shall be charged to any types of membership category.
- 2.3.4 The organization shall also accept donations from all members and any person or group in favor of the
- 2.3.5 Organization to support CRC objectives.
- 2.3.6 Membership in the CRC shall be of four classes:
 - 2.3.6.1 Regular Members
 - 2.3.6.2 Core Team Members
 - 2.3.6.3 Donor Members
 - 2.3.6.4 Honorary Members
- 2.3.7 The above four classes of memberships are defined as follows:
 - 2.3.7.1 **Regular Member** shall be a CRC member which is eligible for membership to support CRC activities. Regular members shall not have a right to vote at the meetings of the Board of Directors (**Board**).
 - 2.3.7.2 **Core Team Member** shall be the team member mainly who actively involves for refurbishing activities and campaign activities. Core Team members shall have voting rights in the Board meeting.
 - 2.3.7.3 **Donor Member:** Individuals or organizations who contribute a minimum of \$250 towards achieving the aims, objectives and purposes of CRC may be conferred the status of Donor Members. Donor members may have voting rights in the Board meeting.
 - 2.3.7.4 **Honorary Member:** Individuals, organizations, and local government who are willing to help and support CRC to achieve its aims and goals. Honorary Member shall not have voting rights in the Board meeting.
 - 2.3.7.5 The membership in the CRC is open to the public who sincerely involve and support recycling CRC activities.
 - 2.3.7.6 CRC will accept donations from corporations, charitable organizations or government agencies to run CRC activities. These institutions will exercise no influence, directly or indirectly, in the policies of CRC or in its running.

2.4 ARTICLE 4 MEMBERSHIP ACTIONS

- 2.4.1 Free membership to all Regular members who are going to support CRC activities.
- 2.4.2 The Board may revoke the membership of any organization or individuals if the organization/individual is proved to be guilty of violating the constitution and by-laws of the CRC by passing a resolution to that effect by two-thirds of the Board's members voting in person in a meeting called for the purpose or by ballot.
- 2.4.3 A written notice of at least thirty calendar days specifying the alleged charges shall be given to the member organization before commencing the action contemplated.

2.5 ARTICLE 5 MEMBERSHIP DUES

- 2.5.1 A schedule of membership dues for each class of membership shall be prescribed by the Board of Directors. Any changes to the membership dues shall be with the approval of the Board.

2.6 ARTICLE 6 ORGANIZATIONAL & ADMINISTRATIVE SET UP

- 2.6.1 There are two committee to run the CRC organization: a) Board Of Directors and b) Executive Committee (optional)

2.7 BOARD OF DIRECTORS (BOARD)



2.7.1 The Board is the supreme policy-making body and forum of CRC with all the rights and responsibilities of the organization and shall be composed of a five member team from founder, the core team, and donor members. Ex: President, Executive Director (Administration), and three advisory board members. Treasurer and secretary positions may be created and elected from the Board members.

2.7.2 Decisions of the Board shall be final and binding on the CRC unless revoked later by a two-thirds majority vote of the Board.

2.8 Each member, qualified to vote, shall have one vote.

2.9 Disbursement of Funds: No funds shall be expended by the team board-related expenses that are not included in a budget approved by the Board. If an unbudgeted expense is necessary, a request for approval of such expense with detailed reasons thereof shall be submitted by the Board approval obtained. The budget shall then be amended to include the new approved expense item. All CRC funds shall be disbursed by check only or company business bank card.

2.10 ARTICLE 7 EXECUTIVE COMMITTEE (Optional)

2.10.1 The Board may create committees as needed, such as fundraising, housing, etc.

2.10.2 The Board Chair appoints all committee chairs.

2.10.3 The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

2.10.4 Removal of Officeholders: Any officeholder, except the treasurer, may be removed from his office by the Executive Committee by a two-thirds majority vote of the Executive Committee at a meeting where 51% or more Executive Committee members are present.

2.10.5 Terms of Office of Officeholders: Honorary membership and power of the office is given to the Founder/President and it extends as long as the CRC runs with the aims and goals of the CRC project. The term of office of the remaining officeholders shall be re-elected every two years or which may be further extended by the Board for the next term.

2.10.6 Resignation: If an officeholder resigns before his term expires, the Board shall appoint a replacement for the unexpired portion of the term.

2.11 Disbursement of Funds: No funds shall be expended that are not included in a budget approved by the Board. If an unbudgeted expense is necessary, a request for approval of such expense with detailed reasons thereof shall be submitted to the Board and the Board approval obtained. The budget shall then be amended to include the new approved expense item. All CRC funds shall be disbursed by check or organization business bank card only.

2.12 Meetings: All meetings shall follow the **Robert's Rules of Order**. The meetings shall be convened by the Board of Directors. A minimum of four (4) meetings, in addition to any teleconference meetings, of the Executive Committee shall be held every year, to transact one or more of the following business items:

2.12.1 Approve the minutes of the last meeting.

2.12.2 Review CRC activities since the last meeting and plan for anticipated new activities and programs..

2.12.3 Review the financial reports since the last meeting.

2.12.4 Review and approve reports from the chairs of the various sub-committees.

2.12.5 Discuss other matters duly included in the agenda.

2.12.6 Discuss any matters submitted from the floor subject to the approval of the President.

2.12.7 Special Meeting: If, for any reason, a meeting of the Executive Committee is deemed necessary by a member of the Board or the Executive Committee and, if the majority of the members of the Board



or Executive Committee requests such meeting, the President shall convene a special Executive Committee meeting within seven days of receiving confirmation of such a majority vote.

- 2.12.8 Place of Meetings:** The President and Executive Director, in consultation with other members of the Board, shall specify the place, date and time for all Board meetings.
- 2.12.9 Notice of Meetings:** Any meeting or meetings called shall be upon fifteen calendar days' notice in writing sent by e-mail to each of the members at such mailing and e-mail address as appears on the records of CRC. If the notice of meeting is mailed, it shall be deemed delivered when deposited in postal mail addressed to the member with adequate postage affixed on the mail.
- 2.12.10 Quorum:** Quorum is deemed to exist for meetings when thirty-three percent (33%) of the board members are present. If quorum is not present at any meeting, no business shall be transacted and the meeting shall be adjourned to a later date with notice of the new meeting date being given to all Board members.
- 2.12.11** No officer or member of the Board shall receive any salary, fee, or stipend from the CRC by virtue of such position.
- 2.12.12** No officer or member of the Board shall receive any gift or gratuity from any person/s or organization/s by virtue of such position.

2.13 ARTICLE 8 WAIVER OF NOTICE

2.13.1 If any notice is required to be given under the provisions of this constitution, or any other statutes and if the person or persons entitled to such a notice sign a waiver before the time stated in the notice, the waiver shall be equivalent to giving such notice.

2.14 ARTICLE 9 AMENDMENTS

2.14.1 This constitution may be amended by the Board of Directors at any Board meeting provided that the written notice of the proposed amendment along with the amendments and the recommendations of the constitution committee is mailed or e-mailed to all regular members of CRC not less than thirty days prior to such a meeting. No such amendment/s shall be contrary to the provisions set forth in Section 501 (c) (3) of the Internal Revenue Code of 1954. Two-thirds vote of the Board meeting attended by at least 51% of the current regular members of the Board is required to pass any amendment.

2.15 ARTICLE 10 OFFICIAL YEAR

2.15.1 The official year of the CRC shall be from January 1st to December 31.
2.15.2 The word "day" wherever it is used in this constitution shall mean "calendar day."

2.16 ARTICLE 11 BYLAWS OF COMMUNITY RECYCLING CAMPAIGN

- 2.16.1** The Bylaws are written and adopted for the smooth running of the Organization.
- 2.16.2** The Board stipulates the Bylaws enumerating the duties and responsibilities of the members of the Executive Committee and Board members. The rules and regulations, code of conduct, and disciplines for every one to follow will be stated.
- 2.16.3** All sections of the Organization including ADOPT-A-SCHOOL program (rural schools development initiative) shall devise and adopt their own Bylaws for governance and smooth running. All Bylaws framed should be approved by the Board.
- 2.16.4** All Bylaws formulated should conform to the provisions of the Constitution.



2.16.5 Bylaws manuals, handbooks or instruction manuals on a variety of activities including ADOPT-A-SCHOOL program and USA CRC services will be given to concerned individuals.

2.16.6 The latest edition of Robert's Rules and Order shall be of authority on all questions of procedure not specifically stated in this Constitution.

2.17 ARTICLE 12: DISSOLUTION

2.17.1 In the event of the dissolution of the CRC, the Board of Directors shall after paying or providing for payment of all liabilities and deposits of all members and dispose of all the assets in accordance with the provisions of applicable laws of the State of Ohio. The General Body will be called for a special meeting with a 30-day notice for explaining the reasons for dissolution. An 80% approval vote shall be needed for the dissolution.

2.18 A special committee will be formed to organize the dissolution. The net assets of the organization will be distributed to a non-profit religious corporation or corporations having tax-exempt status under section 501(c)(3) of the Internal revenue Code or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by Common Pleas Court of Franklin County Of Ohio exclusively for such purpose or purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.



3 CRC Code of Conduct

(CRC runs by Volunteers, Donors, and Beneficiaries)

Volunteers

- I will be truthful to myself and others.
- I will be transparent and will practice the **“Help ever, Hurt Never; Love All- Serve All”** principal.
- I will practice do more, help more, and be good.
- I will show integrity and truthfulness in keeping the personal and other information I come into contact confidential. For example, personal information of donors, volunteers, sponsors and beneficiaries is confidential.
- I will disclose all conflicts of interest situations. I will disclose any conflict of interest situations between other organizations. I will avoid even the appearance of a conflict of interest.
- I believe in the mission of Community Recycling Campaign (CRC) and all my actions will be consistent with the mission.
- I will give 2 hours per week, on average, to CRC and more if I am a team lead or in a leadership role. I understand and agree that I need to be a) be a good team player and b) extend myself in ways to make my efforts fit into the whole in an integrated fashion so that CRC can improve and sustain over the long term, rather than confine to silos.
- I will keep up with the material posted on the website so that I am able to serve most effectively. Further, I understand that continuing development is essential as a volunteer and will participate in training programs offered inside or outside.
- I will respond to all emails and phone calls within 24 hours if I am in a lead role and 48 hours otherwise. My customers are residents, parents, donors, volunteers, sponsors, guests, and beneficiaries. I will act according to the basic motto, “customer comes first.” I will treat others with dignity, care and respect.
- I will commit to human values, compassion and non-violence, which I believe are the essentials to build a happy family, country and world. I will build bridges of harmony on the basis of mutual respect and understanding.
- I will serve with humility, patience, and perseverance. I will give my best with no expectation of any return. I consider myself a member of CRC family and will act in ways to foster sustained relationships with others. If I am in a leadership position, I will promote camaraderie and diversity among the team members in an all inclusive manner.
- I understand that failure to adhere to any and all parts of this code may lead to my being relieved from my volunteer duties in which case I agree to abide by the CRC Board decision, given that my volunteer relationship with CRC is at will on both sides.



Code of Conduct

Donors

- I understand that a) Community Recycling Campaign (CRC) is all run by volunteers; b) CRC promotes “Reduce, Reuse, and Recycle” and promote recycling awareness in the public and schools. C) CRC runs an “ADOPT-A-SCHOOL” program in all identified schools in India to promote recycling with small recycling projects. As part of this initiative CRC sponsors \$250 or Rs 10,000 to each school to set up a knowledge center.
- If I donate to a designated school for the ADOPT-A-SCHOOL” program, I understand that the services provided by CRC abroad service team and volunteers are on a best efforts basis. I will provide prompt feedback on areas for improvement.
- If I donate amount to conduct CRC recycling campaign here in USA activities to refurbish computers and campaign activities, I understand that the services provided by volunteers are on a best efforts basis. I will provide prompt feedback on areas for improvement.
- I understand and agree that my expectations are to be in compliance with the guidelines established by CRC, auditors and regulators both in the US and abroad.

Code of Conduct

Beneficiaries

- I understand that a) Community Recycling Campaign (CRC) is all run by volunteers, b) CRC promotes recycling campaign activities in USA and India to support “Reduce, Reuse, and Recycle” and c) CRC promotes recycling campaign activities in India with ADOPT-A-SCHOOL program to run recycling projects in all adopted schools.
- I will be truthful to myself and others. I will be transparent and will practice the proverbial principle “Help ever, Hurt Never; Love All- Serve All” principal.
- For beneficiaries in ADOPT-A-SCHOOL program: I attest that I support CRC mission/objectives/aims/goals and I will spread the recycling word in my friends, families, schools, and villages. When I enter into career, I will continue support CRC objectives to make a better tomorrow. I will volunteer my time in charitable organizations.
- For beneficiaries in the US: I believe in giving. I will support the activities of organizations like CRC by giving time and money.
- I will commit to human values, compassion and non-violence, which I believe are the essentials to build a happy family, country and world. I will build bridges of harmony on the basis of mutual respect and understanding to see “**For a better tomorrow**”.

These ARTICLES were originally drafted by the founder and executive director of Community Recycling Campaign on 06/01/2010.



4.DOCUMENT HISTORY

[Provide the version number, date, document author and a brief description of changes made to this document each time it is updated, beginning with the initial draft and original author.]

Version	Date	Author	Summary of Changes
1.0	06/01/10	Bhaskara Rudraraju Sachin Rudraraju	Initial draft
1.0	10/18/10	Seshagiri Rao Nanduri	Reviewed
1.0	10/18/10	Sri Vital Prasad Choppara	Reviewed
1.0	10/18/10	Prasad Gattupalli	Reviewed
1.0	11/10/10	Venkat Kollipara, CPA	Reviewed