CORE Bylaws

Coalition for Organized Resources in Engineering
2025–2026 Academic Year

Article I: Name and Purpose

Section A: Name

The name of this organization shall be the Coalition for Organized Resources in Engineering, hereafter referred to as CORE.

Section B: Purpose

CORE exists to deliver structured technical training and to foster collaborative development across all STEM-based student organizations. Its central aim is to create a sustainable system of skill-building, mentorship, and resource allocation that enhances technical proficiency and project execution across the school's engineering landscape.

Section C: Mission

CORE's mission is to empower students by providing rigorous instruction, cultivating responsible leadership, and establishing equitable access to professional-grade tools and mentorship. Through this model, CORE prepares students for academic excellence and future careers in engineering and technology.

Article II: Objectives

Section A: Technical Training

CORE will offer formal training in technical fields including Computer-Aided Design (CAD), programming, electrical systems, manufacturing processes, and prototyping.

Section B: Certifications

The organization will support and encourage students to pursue industry-recognized certifications such as the Certified SolidWorks Associate (CSWA), recognizing these credentials as critical indicators of workforce readiness.

Section C: Shared Resources

CORE will act as a central hub for distributing training resources, managing equipment access, and sharing experienced mentors across affiliated STEM clubs in an organized, equitable manner.

Section D: Accessibility

The organization will uphold a strong commitment to inclusivity by ensuring all students, regardless of skill level or prior experience, can engage in high-quality STEM education and technical growth.

Section E: Leadership Development

To ensure long-term organizational resilience, CORE will promote leadership development through defined roles, succession planning, and cross-role collaboration in both administrative and technical functions.

Section F: Competition Support

CORE will provide on-demand technical support for competition teams through a structured system that facilitates design consulting, fabrication assistance, and troubleshooting, as led by directors and sub-leads with verified expertise.

Article III: Membership

Section A: Eligibility

Membership is open to all currently enrolled students who maintain a minimum GPA of 2.5 and are not under active disciplinary action by the school or district.

Section B: Dues

Members are required to pay annual membership dues to gain access to CORE-sponsored training programs, shared tools, and organizational resources. The specific amount and payment deadline shall be determined annually by the Director of Finances with approval from the faculty advisor and with at least one month advance notice to all members through CORE's official communication platforms.

Section C: Enrollment

Enrollment in any CORE training course is conditional upon fulfillment of prerequisites, meeting behavioral and attendance expectations, and availability of space in the class. Students must respect enrollment limits to ensure effective learning environments. CORE's enrollment systems must automatically enforce class size limits by locking registration once the maximum number of students is reached. A finalized list of accepted students for each course shall be posted publicly via CORE's communication platforms (e.g., Discord, website, email) within three (3) days of the enrollment closing date.

Section D: Meeting Attendance

Each CORE member must attend at least one general meeting per month. Absences will only be excused if advance notice is given and accepted by a CORE officer or faculty advisor. Habitual unexcused absences may lead to membership review and loss of privileges.

Section E: Conduct

All members must comply with the Forsyth County Schools Code of Conduct, Acceptable Use Policy, and any additional CORE policies or class-specific rules. These rules apply both on school grounds and during any CORE-sponsored activities, including off-campus events and digital platforms.

Article IV: Leadership Structure

Section A: President

The President is responsible for overseeing CORE's overall operations, maintaining alignment between departments, and acting as the primary liaison to the faculty advisor and external partners.

Section B: Vice President

The Vice President supervises all training programs and department directors, ensuring curriculum quality, instructor accountability, and consistent educational standards.

Section C: Director of Finances

The Finance Director oversees financial planning, including dues collection, budget management, and financial reporting. They work with the Treasurer to ensure transparency and compliance.

Section D: Director of Communications

This officer manages CORE's digital communication platforms (e.g., Discord, Slack), enforces online conduct policies, and ensures appropriate use of all messaging and collaboration tools.

Section E: CAD Director

Oversees SolidWorks instruction and CSWA preparation.

Section F: Manufacturing Director

Leads safety training, equipment usage, and physical prototyping.

Section G: Programming Director

Instructs students in Arduino, Java, circuits, and digital logic.

Section H: Training Sub-Leads

Assist directors with instruction and classroom logistics. Sub-leads must maintain professional conduct, adhere to CORE policies, and demonstrate subject expertise. A Sub-Lead may be dismissed by their Director with approval from the Vice President if they fail to meet expectations or violate rules.

Section I: Director of Outreach

Coordinates planning and promotion of CORE events, ensures documentation of student involvement, and enhances public visibility.

Section J: Technology Systems Lead

Maintains CORE's online infrastructure, including registration portals and internal databases.

Section K: Digital Content Manager

Creates and archives instructional materials, media content, and promotional visuals.

Section L: Sponsorship and Grant Lead

Secures funding through sponsors and grant programs, and manages ongoing partnerships.

Section M: Treasurer

Supports the Finance Director by collecting dues, recording daily transactions, and managing class and event expenses.

Section N: Human Systems Engineer

Responsible for developing, implementing, and maintaining bioengineering-based safety protocols across all CORE departments and affiliated clubs.

Section O: Support Lead

Support Leads shadow designated department leads to learn responsibilities, develop leadership skills, and aid when needed. They are selected directly by the lead they shadow and serve at that lead's discretion.

Article V: Training and Class Model

Section A: Class Structure

CORE classes follow a standardized format with a syllabus, grading rubric, attendance tracking, and final exam.

Enrollment Selection:

- Beginner classes: First-come, first-served with priority to Freshmen and Sophomores.

- Advanced classes: First-come, first-served for all.

Enrollment caps are enforced by automatic registration locking. Accepted students will be publicly listed on CORE's platforms within three (3) days of registration closing.

Section B: Certification Exams

CORE may offer certifications (e.g., CSWA). CORE may subsidize exam costs based on budget. All costs will be communicated at registration.

Section C: Attendance Policy

Students may have up to seven (7) unexcused absences. Upon the eighth, they may be removed. Excused absences must be submitted at least 24 hours in advance unless due to emergencies.

Section D: Course Withdrawal and Failure

Withdrawing or failing a course after Week 3 without valid excuse may result in a restriction on future enrollment. Exceptions require Vice President and faculty advisor approval.

Section E: Competition Support Services

CORE trainers may assist competition teams via consulting, fabrication, or debugging.

Guidelines:

- Must be requested and approved.

- Support is limited to the trainer's department scope.

- Excessive requests may be denied.

- Safety policies must be followed.

- Trainer help does not guarantee team results.

Article VI: Meetings

Section A: General Meetings

CORE shall hold at least one general meeting each month.

Section B: Officer and Class Meetings

Officer and training department meetings will occur as necessary.

Section C: Attendance Expectations

All officers and class participants are expected to attend required meetings unless excused.

Section D: Meeting Attendance Violations

Members may miss up to two (2) general meetings per semester without excuse. On the third (3rd), the member will be reviewed for disciplinary action and may lose CORE privileges.

Article VII: Officer Appointments System

Section A: Appointment Process

Officers are selected through an open application and interview process, reviewed by current officers and approved by the advisor. There are no general elections. Appointments are subject to annual review.

Article VIII: Officer Removal and Vacancies

Section A: Removal Grounds

Officers may be removed for policy violations, repeated failure to meet deadlines, or dereliction of duty.

Section B: Removal Procedure

Removal requires a majority vote from current officers and advisor approval.

Section C: Vacancies

Vacant positions may be filled by Presidential appointment with advisor confirmation.

Article IX: Code of Conduct and Compliance

Section A: Member Responsibilities

Members must follow the FCS Code of Conduct, Acceptable Use Policy, and all CORE-specific expectations.

Section B: Applicability

Rules apply during school, off-campus events, and online CORE activities.

Section C: Consequences

Violations may result in removal from classes, leadership roles, or full CORE expulsion.

Article X: Amendments and Advisor Authority

Section A: Amendments

Amendments require a majority officer vote and faculty advisor approval. Temporary amendments may be enacted for up to 14 days with advisor consent and must be ratified to remain in effect.

Section B: Advisor Authority

The faculty advisor has final authority over safety, finances, and policy compliance. If the advisor is unavailable for more than five (5) school days, a designated school administrator may serve as interim approver.