

Article 1. Name

The name of this organization shall be FIRST for purposes internal to RIT, and RIT FIRST for purposes external to RIT.

Article II. Derivation of Authority

FIRST shall recognize that it receives its right to function as an Institute Organization from the Center for Campus Life of the Rochester Institute of Technology in accordance with the Department of Club Affairs' Constitution.

Article III. Purpose

The Purpose of this organization is to foster the development of FIRST programs in the Rochester area through partnerships with local businesses, educational institutions and the community at large.

Article IV. Rights and Responsibilities

- Section 1. The FIRST Club has a right to pursue any activities in achieving its stated goals and/or purpose, as long as those activities are not in violation of any of the rules and regulations of the Center for Campus Life and the Rochester Institute of Technology.
- Section 2. The FIRST Club shall have at least one member of the Executive Board, or other responsible party present at each regularly scheduled club meeting.
- Section 3. The FIRST Club shall strictly adhere to all the rules and regulations of the Center for Campus Life and the Rochester Institute of Technology.
- Section 4. The FIRST Club has the right to obtain a seat on the Club Review Board, in accordance with the policies of the Center for Campus Life.
- Section 5. The FIRST Club shall have the right to nominate and elect the Director of or Assistant Director of Campus Life, in accordance with the election policies of the Center for Campus Life and the Student Government.
- Section 6. The FIRST Club shall act as mentors to at least one high school FIRST Robotics team throughout the year.
- Section 7. The FIRST Club shall have the right to choose which high school(s) it wishes to provide mentoring support with the approval of the club advisor(s) and

governing bodies.

- Section 8. The FIRST Club shall be responsible to host local teams for the viewing the FIRST Kick-Off event broadcast via satellite.
- Section 9. The FIRST Club shall be involved in the planning and running of the Finger Lakes Regional FIRST Robotics Competition.
- Section 10. The FIRST Club shall be responsible to insure that there is no hazing of any kind within the organization in accordance with the New York State Hazing Laws.

Article V. Membership

- Section 1. Membership is open to regularly enrolled undergraduates, post-graduates, alumni, faculty, staff and night students in good standing with the Institute.
- Section 2. Active members shall be those who have paid dues to date, met the qualifications set forth in Section 1, along with those of the Center for Campus Life. Only active members are eligible to vote.
- Section 3. Associate members shall be those who have interest in the club but no interest in participation, including all staff members and may attend meetings and discussion, but they shall not have the power to vote in the organization and cannot hold office.
- Section 4. Dues shall be set by the Executive Board and stated in the By-Laws.
- Section 5. Members leaving for co-op can request temporary inactive status for the duration of the co-op if they will be unable to attend regular business meetings.
- Section 6. A member may resign by submitting the intention in writing to the President. The resignation shall be read to the members at the next business meeting, although it becomes effective upon submission.
- Section 7. A member shall be declared inactive if he/she misses without excuse from the President, any four meetings in a quarter. An inactive member may become active by payment of any dues in arrears and attending at least three of the next six meetings.
- Section 8. Any member with six unexcused absences in one quarter shall be dropped from the rolls (dismissed).

Article VI. Officers

- Section 1. The officers of this organization shall be in order of rank: President, Vice-President, Treasurer and Secretary.
- Section 2. Qualifications for office shall be to maintain good academic standing as defined by R.I.T. (not on academic probation). In order to be nominated for office, a member must have been active in the club during the previous academic quarter (not including summer quarter).
- Section 3. The officers shall be elected in the manner provided in the constitution and shall serve approximately one calendar year. Elections shall be held within two weeks of the FIRST National Competition. Officers are eligible for re-election.
- Section 4. No officer may hold more than one office simultaneously.
- Section 5. The officers of this organization shall be Financially Certified through the Center for Campus Life.
- Section 6. The officers of this organization shall be Event Registration Certified through the Event Registration Office.
- Section 7. An officer may resign from office by submitting the intention in writing to the Executive Board. The resignation becomes effective upon submission to the Executive Board. Upon resignation, the Director of or Assistant Director of Campus Life must be informed.

Article VII. Duties of Officers

Section 1. President

- A. Preside over all regular and special meetings of the organization.
- B. Exercise general supervision over regular club activities.
- C. Shall be a member of the Finger Lakes Regional Planning Committee and attend all meetings for that committee if available. A proxy may be appointed, by the President, to attend a meeting of the Planning Committee if the President is unable to attend.
- D. Appoint all committees, regular or special.
- E. Preside over the Executive Board.

Section 2. Vice-President

- A. Take over the duties of the President in the temporary absence of the President.
- B. Be an ex-officio member of all committees.
- C. Shall be responsible to maintain open channels of communication between FIRST and mentored high school teams.
- D. Shall attend all club meetings with the Director or Assistant Director of Campus Life. A proxy must be appointed, by the Vice-President, if the Vice-President is unable to attend.

Section 3. Treasurer

- A. Take over the duties of the Vice-President or Secretary in the absence of either, or both.
- B. Supervise all financial transactions of the organization and maintain all financial records.
- C. Shall prepare the yearly budget and present it to the club.
- D. Maintain regular contact with the Director of Finance of the Center for Campus Life.
- E. Supervise all fundraising activities.

Section 4. Secretary

- A. The Secretary shall take over duties of the Treasurer in the temporary absence of the Treasurer.
- B. The Secretary shall keep an accurate roll of members and keep the minutes of all meetings.
- C. Shall prepare and distribute minutes from the meetings to the members.
- D. The Secretary shall be responsible for maintaining and updating all paperwork with the Center for Campus Life except for budgetary matters.

Article VIII. Executive Board

Section 1. The management of this organization shall be vested in the Executive Board.

Section 2. The Executive Board shall be composed of the President, Vice-President, Treasurer, Secretary, and Advisor(s).

- Section 3. The Executive Board shall meet at least once a month and report to the members at the following business meetings.
- Section 4. The Executive Board shall fill any permanent vacancy of office by appointment, excluding the Presidency.
- Section 5. In the case of a permanent vacancy in office of the Presidency, a special election shall be held in the manner of annual elections as set forth in the constitution.

Article IX. Advisors

- Section 1. There shall be at least one club advisor(s).
- Section 2. Only R.I.T. staff and faculty are qualified to become advisor(s), unless with permission of the Director or Assistant Director of Campus Life.
- Section 3. Upon resignation, the Director or Assistant Director of Campus Life must be informed.
- Section 4. The duty of the advisor(s) shall be to insure that the club follows Institute rules and regulations.
- Section 5. The club Advisor(s) is a nonvoting member of the club.

Article X. Meetings

- Section 1. Meetings shall be held weekly (or at least once a month) at a time and place determined by the Executive Board.
- Section 2. The Annual meetings shall take place during Spring Quarter within two weeks of the FIRST National Competition. At the annual meeting, the Annual report to the Center for Campus Life shall be presented.
- Section 3. Special meetings may be called by the President upon 24 hours written notice to the members.
- Section 4. In order for any business to take place at a meeting, a quorum must be established with one more than half of all active members present.

Article XI. Elections

- Section 1. Elections shall take place at the annual meeting.
- Section 2. Nominations for office shall be made from the floor at the meeting prior to the annual meeting by any member in good standing. A person may be nominated for more than one office.
- Section 3. Members on co-op granted temporary inactivity may be nominated for any office other than the presidency with the consideration of the Executive Board.
- Section 4. The order of election shall be President, Vice-President, Treasurer, and Secretary.
- Section 5. Votes shall be cast by secret ballot and counted by the club advisor(s).
- Section 6. A voting quorum shall consist of more than half of the voting members.
- Section 7. Inductions shall not take place until after a meeting of the prior Executive Board and the incoming Executive Board. This meeting shall be closed to all members outside of the Executive Board.
- Section 8. At the aforementioned meeting, the incoming Executive Board shall be presented with all information pertaining to the current state of the club. Also this meeting should include all important persons that frequently deal with the club i.e. club advisor(s), regional planning committee members.

Article XII. Impeachment

- Section 1. Any officer of this organization may be impeached.
- Section 2. Impeachment may be initiated by petition, in writing, by 25% or more of the active members, when presented to the members in a regular meeting.
- Section 3. At the next meeting the accuser (members signing the petition) and the accused (officer) shall present their case to the members. After both cases are heard, a secret ballot vote shall be taken.
- Section 4. Conviction of impeachment shall require 2/3 vote by present active members, a quorum being present. In the event of a tied vote the President shall break the tie. In the event of a tied vote when the President stands accused, the club Advisor(s) shall break the tie.
- Section 5. Conviction of impeachment shall cause immediate removal from office and loss of all privileges thereof.

- Section 6. The filling of an office vacated by impeachment shall be by a special election held in the manner of the annual elections. Nominations for this election shall be held at the next meeting following impeachment. The special election shall be held at the next meeting following nominations.

Article XIII. Amendments

- Section 1. An amendment to this constitution may be proposed by any member in good standing, in writing, at any business meeting. There must be copies of the amendment made for all members.
- Section 2. Voting members must be in attendance at the previous meeting in order to be eligible to vote on the amendment.
- Section 3. The proposed amendment shall be voted on by secret ballot at the second business meeting after the initial proposal, a quorum being present.
- Section 4. Passage of the amendment shall require 2/3 vote by present active members, a quorum being present. In the event of a tied vote the President shall break the tie.
- Section 5. Before the proposed amendment shall become operational, it must be approved by the Advisor(s), as well as the Director or Assistant Director of Campus Life.

Article XIV. By-Laws

- Section 1. Although it is recommended that written copies be handed out to all members, By-Laws of this organization may be proposed verbally at any meeting by any member in good standing.
- Section 2. An immediate vote, after discussion, shall be taken by show of hands and simple majority is necessary for passage, a quorum being present.
- Section 3. After a change in the By-Laws, a new copy of the By-Laws shall be distributed to all members in attendance at the next business meeting.
- Section 4. By-Laws do not require the approval of the Center for Campus Life. However, the Advisor(s) must approve all By-Laws.
- Section 5. This organization does not currently collect dues.

