

# TEAM 5048 - SPARTRONICS



## Team By-Laws

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**Effective 12/1/2015 – 11/30/2016**

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# ARTICLE I: NAME AND PURPOSE

## Section A: Name

- The official name of the team shall be "Team 5048 - Spartronics"

## Section B: Purpose

- The purpose of Team 5048 – Spartronics, is to "Light Up" the youth of the Imlay City community to the opportunities and rewards in science, technology, engineering and math while increasing self-confidence and building life skills. The team will help prepare our members to be the problem solvers of tomorrow. Our goal is to provide the opportunity for our members to design, construct and compete in the FIRST Robotics competition, while organizing a strong, sustainable fully functional team.

# ARTICLE II: MEMBERSHIP

## Section A: Eligibility

- Membership will be open to all students of the Imlay City School District in grades 9-12.
- Students from outside the district or home-schooled students may participate on the team with the approval of the Head Mentor.

## Section B: Dues and Fees

- Before kickoff each season (typically first weekend in January), all members must pay an \$80 non-refundable fee before they can attend any team function that occurs after kickoff. The \$80 fee breakdown consists of - lunch for the two district events, one T-shirt for the season, robot parts.
- The members will pay for hotel rooms and travel expenses for events. A Mentor will arrange for a block of rooms prior to season kick-off close to the district event(s) if the member and parent wishes to stay.
- When the team attends the State Championship and or World Championship event(s), all expenses associated to attend will be the responsibility of the members attending.
  - (Reference Article V Section C for fundraising opportunities to assist.)

## Section C: Entitlements

- Excused Absences from School for designated events.
- Full participation in competition events.

## Section D: Communication

- Upon joining, all members and parents are required to provide a current email address and phone number as well as confirmation of the ability to receive text messages.
- Upon confirmation of contact information, if the member is not receiving information, it becomes their responsibility to contact the Head mentor or Assistant head mentor.
- The website, **spartronics5048.com**, will be the central location for all team information, schedules and communication. It is the team member's responsibility to check the website regularly, to stay informed.

## Section E: Conduct and Good Standing

- Professional Conduct:  
Team 5048 - Spartronics aims to be a professional organization and as such, it is expected that its members and Mentors act responsibly and make mature decisions. All members and Mentors shall follow the rules set in these by-laws and in their Imlay City High School (ICHS) student handbook, including safety requirements. Members shall be respectful to Mentors, Parent Volunteers and other adults who aid the team. Members are also expected to respect themselves and their team, refraining from negative or degrading comments, especially on social media (i.e. Facebook) and

internet forums (i.e. [chiefdelphi.com](http://chiefdelphi.com)), and to be respectful of the needs and opinions of others. Members must also respect the property belonging to our team and other teams, including contributions made to the team, which, once created, donated, or attained / acquired in any other facet, belong to the team and cannot be the sole property of any individual.

- **Drug Policy**  
In accordance with the Michigan Board of Education and Imlay City Community School District, Team 5048 - Spartronics retains a zero-tolerance drug policy. Any member or Mentor representing Team 5048 - Spartronics, discovered in possession of or under the influence of any illegal drug will be subject to removal from the team by the Head Mentor.
- **Competition Behavior**  
While attending events, all members must adhere to the rules put forth by the governing body, not limited to: buddy system, behavior at events, scouting assignments, etc.
  - These rules will be handed out with permission slips before events.
  - If, during a competition or other team event, a situation arises that was not explicitly covered in the aforementioned rules, new rules may be created by a Mentor to address said situation. These new rules will be in effect for the rest of the event and will be written into the rules for the next event, additionally placed onto the "By-Law Updates" for the following year.
- As robotics is a school event, all rules in the ICHS student handbook will apply, including but not limited to: fighting, vulgar language, harassment, etc.
- The Head Mentor has the authority to send any member home. Member(s) found in violation of these rules, may be sent home at the member's expense, or the member's parents will be required to come pick them up immediately.
- If a member is found in possession of a restricted item(s), as per the ICHS handbook, the item will be confiscated and given to the Head Mentor, and the student will be restricted to the stands unless accompanied by a Mentor or Volunteer. Any discipline will be dealt with by the Head Mentor.
- Members are required to wear current team shirts at competitions and must wear a team shirt to any club event outside of meetings. Other team's attire, not including SWAG, is not acceptable to wear at our competitions.
- **Good Standing**  
Good Standing is defined as a member who is actively participating in all aspects of team activity, including but not limited to, fundraising, community service, attendance to assigned team functions and events and adherence to team policies and conduct. It is important to the safety of the team members and success of the team as a whole, that team members respect the rules of the team and the adults directing them, therefore we have the status of "good standing" to help to correct issues as needed. If a member's good standing is called into question, a mentor will give them a warning, and documentation will be given to the Head Mentor. Upon the documentation of the third warning, the member will no longer be considered to be in good standing. Upon the member receiving three (3) documented warnings, the Head Mentor and Assistant Head Mentor will meet with the member and the member's parents to resolve the issue. Upon resolution of the issue, the member may regain their status as member in good standing with all team entitlements restored. In some instances, the opportunity to regain good standing may not be given, and the member may be dismissed from the team.
  - If a Team Captain's good standing is called into question, their place will be filled by another member, to be chosen if/when the situation arises.
  - Things to be considered by the governing body when deciding on a member's good standing will include, but are not limited to: participation in fundraising, Community Service, grade eligibility as defined by the ICHS handbook, and attendance to team functions and adherence to Team Policies.

# ARTICLE III: DESIGNATIONS

## Section A: Governing Body

- The Governing Body will be lead by the Head Mentor and/or the Assistant Head Mentor and will consist of all the Mentors.
- The Governing Body will be responsible for deciding: which competitions and events the team will attend, any changes to the By-laws, rules or expectations, whether a Volunteer will become a mentor, the assignments of all mentors. Whether a member's "Good Standing" should be revoked or reinstated or any other matters the Mentors deem necessary for consideration.

## Section B: Titles

- Head Mentor
  - Has the final say based on the evidence in the best interest of the Imlay City Community School District and Team 5048 - Spartronics.
  - Will oversee the other mentors, team captains, volunteers and all member activities.
  - Shall communicate with the School Administration, register the team for events, order parts, handle all incoming and outgoing Grant monies including payments and reimbursements.
  - Shall keep the mentors from abusing their powers. If it is determined by the membership or Head Mentor, that a mentor is abusing their authority, said mentor may be stripped of their title or asked to leave.
- Assistant Head Mentor
  - Will assist the Head mentor as needed.
  - Will oversee the other mentors, team captains, volunteers and all member activities.
  - Will be the acting Head Mentor with all authorities, responsibilities and duties if and when the Head Mentor is unable.
- Mentor
  - Shall be tasked with Helping member with all aspects of the team.
  - Any Volunteer can become a Mentor, but they **must** first complete one season with the title of either Volunteer or Student Mentor. A vote by the current Mentors will then decide whether they shall be considered a Mentor.
  - Shall be at least 21 years of age.
  - Will preside over the Student Mentors and Volunteers.
  - Mentors will have weekly meetings during build and competition season, as well as periodically during the off-season, to discuss any issues and keep each other up to date on the status of their responsibilities.
- Lead Mentor
  - Lead Mentors for departmental teams are chosen via discussion amongst all mentors, any disagreement will be decided by a vote of the Mentors.
  - shall oversee their departmental teams and assist Team Captains in their duties.
  - Shall will be in charge of only their designated departmental team. They have no power over any other departmental teams and can only make suggestions.
  - All mentors within a department will be responsible collectively to oversee the success of that department and will meet regularly to oversee the progress of the department.
- Student Mentor
  - Is an alumni of the team under 21 years of age.
  - Shall have the same responsibility and authority as Volunteers.
- Volunteer
  - Is any non-member that comes to assist at a team event.
  - At events, they are to help Mentors by watching the students and enforcing these by-laws.
  - Will be given the same respect and response to direction as Mentors.

- Team Captains
  - Will preside over others in their department, assign jobs, keep people busy, etc.
  - Will also be responsible for communicating with Mentors, maintaining good morale, and reporting habitual poor performance.

## ARTICLE IV: STRUCTURE

### Section A: General Structure

- The team will be organized in a tier system with a Head Mentor and an Assistant Head Mentor overseeing the progress of the departmental teams.
- The membership will be organized into three departments based on the major activities necessary for a successful competitive robotic team. These departments will be the build department, business department and competition department. Each department will consist of sub-teams tasked with different jobs within the department. Each departmental team will be led by a captain, co-captain and adult mentor. The mentors within these three departments will meet regularly (weekly within build season) to discuss the progress of their combined teams.
- The Build Department will consist of the CAD, Programming, Mechanical, Electrical, Safety and Game Field.
- The Captains, with the aid of the mentors, will be responsible for assigning tasks to the members of their team.

### Section B: Build Department

- CAD team
  - Will consist of a Mentor, Team Captain, and at least two members assistants.
  - Is responsible for the 2D and 3D design of the robot and any other equipment or layouts requested for the team.
  - Will maintain its own software and content library.
  - Will work closely with the other teams within the Build department to update or create robot design elements.
  - Will be required to maintain/assist with daily logs of progress for event judging requirements.
- Programming Team
  - Will consist of a Lead Mentor, Team Captain and one to three members.
  - Will work closely with the other teams within the Build department to complete robot programming.
  - Captain or other team member, designated by the captain, will be required to be available at any notice during the competitions, to make changes as needed to the programming.
  - Will be required to maintain/assist with daily logs of progress for event judging requirements.
- Mechanical Team
  - Will consist of a Lead Mentor, Team Captain and up to five members.
  - Will be required to understand and pass all safety reviews prior to working with equipment.
  - Will be required to maintain a safe and clean working area at all times.
  - Will be required to maintain all hand tools and storage locations at all times.
  - Will obtain detail drawings to start fabrication of parts needed for the robot.
  - Will assemble robot and assist during program debug/tryout.
  - Will be required to maintain/assist with daily logs of progress for event judging requirements.
  - Will work closely with the other teams within the Build department.
  - Will need to be ready to assist in the "Pits" during an event when needed.

- Electrical Team
  - Will consist of a Lead Mentor, Team Captain and two members.
  - Will be required to understand and pass all safety reviews prior to working with equipment.
  - Will be required to maintain a safe and clean working area at all times.
  - Will be required to maintain all hand tools and storage locations at all times.
  - Will obtain detail electrical and pneumatic schematics needed for the robot.
  - Will assemble robot and assist during program debug/tryout.
  - Will be required to maintain/assist with daily logs of progress for event judging requirements.
  - Will work closely with the other teams within the Build department.
  - Will need to be ready to assist in the "Pits" during an event when needed.
- Game Field
  - Will consist of a Lead Mentor, Team Captain and at least two members.
  - Will be required to understand and pass all safety reviews prior to working with equipment.
  - Will be required to maintain a safe and clean working area at all times.
  - Will be required to maintain all hand tools and storage locations at all times.
  - Will be required to organize the construction, maintenance and the setup of the practice game field.
- Safety Team
  - Will consist of a Lead Mentor, Team Captain, Co-Captain.
  - Will be responsible monitoring safety guidelines during all team events.
  - Will educate all members on safe conduct in a shop/build/ competitions/event environment.
  - The Safety Captain will be in the pits during competitions and events overseeing the pits are safe and members are conducting themselves in a safe manner, the co-captain will fill in as needed.
  - Will be responsible for maintaining the Safety contracts, SDS book and First Aid kit.
  - Will be available to answer question during competition judging times in the pit.
  - Will be required to understand and pass all safety reviews prior to working with equipment.
  - Will be required to maintain a safe and clean working area at all times.
  - Will be required to locate the First-Aid kit and fire extinguisher in the event something occurs.
  - Will be required to maintain with daily logs of progress/incident reports for event judging requirements.

#### Section C: Business Department

- The Business Department will be organized into business teams, and each student will be placed into at least one of these teams by the business team mentors collectively in consultation with the team captains. Students may make suggestions as to which team they would prefer. All students must participate on at least one business team to remain in "good Standing".
- Each business project will be given two due dates, a hard date and a soft date.
  - If necessary a soft date can be overlooked with approval from the Team Captain or Lead Mentor.
  - A hard date must be met regardless of the consequences.
- The Team Captain and Lead Mentor have the authority to create groups within the team to complete particular tasks, as they deem necessary.
- Each group will have a designated Mentor, Volunteer or Student Mentor who can be used as a resource to assist in tasks if the need arises
- The Management Team

- Will consist of a Lead mentor, captain, co-captain and four members.
- Will be responsible for the business plan and organizing its implementation.
- Will be responsible for creating logbooks and team history book.
- Will be responsible for overseeing the information on the website and calendar.
  
- The Finance Team
  - Will consist of a mentor, captain, co-captain and up to six members.
  - Will be responsible for maintaining budget records
  - Will organize multiple fundraising efforts throughout the year. The team will be seeking, creating and organizing these opportunities for the members, as well as finding a volunteer and student to run the fundraiser. Head mentors may determine that up to 4 of these fundraisers will be considered mandatory; all students must participate in 75% of mandatory fundraisers to remain in "Good Standing"
  - Will be responsible for revising the sponsorship packet annually.
  
- The Book-Keeper Team
  - Will work closely with an adult advisor.
  - Is in charge of tracking the budget, fundraising monies, Community Service hours, Fundraising hours, etc.
  - This position will be filled at the Head Mentor's discretion.
  - The Business Team Captain cannot fill the position of Book-Keeper.
  - Will work to create and maintain a regular team budget.
  
- The Marketing Team
  - Will consist of a Lead mentor, captain, co-captain, and up to four members.
  - Will be responsible for team branding, making and distribution of SWAG (buttons), ordering and design of team apparel.
  - Will be responsible for building community awareness of team activities and programs.
  
- The Communication Team
  - Will consist of a Lead mentor, captain, co-captain and up to six members.
  - Will be responsible for creating and maintaining the google group, text systems and website.
  - Is responsible for Media; making sure events are documented with video and photo, uploading media files to the team hard drive, creating and updating an archive of all current and past videos and photos, updates and creates promotional and Chairman's videos.
  - Will be responsible for the upkeep of the team website, posting newsletters and photos, keeping an updated food calendar, sponsorship information, etc.
  
- The Community Outreach Team
  - Will consist of a lead mentor, captain, co-captain and up to ten members.
  - Will be responsible for Community Service; seeking, creating, and organizing community service opportunities for the members, organizing community outreach projects for the entire team, finding a members and a mentor to run the events, etc.
  - In charge of putting together a newsletter on a weekly basis during build season, putting together a newsletter on a monthly basis during the off-season, making sure every member contributes an article, distributing the Thank-You letters, maintaining an updated sponsor list, etc.

#### Section D: Competition Department

- Competition Organization



- While at competitions and off-season competitions, members must remain in two main areas; the pits or the stands. Each of these areas will have a Mentor or Volunteer in charge of it.
- All members shall remain in the stands with the team or the pits unless cleared by a Mentor.
- All members will follow Volunteers' directives in the same manner as Mentors when being escorted by them, as well as to and from events.
- All members are expected to stay the entire duration of the event and assist with loading of the trailer unless excused by the Head or Assistant Head Mentor.
- All members are expected to remove any debris from the teams location within the stands after the event closing ceremonies.
- The Drive Team
  - The Drive Team will consist the Head Mentor, who will serve as drive coach, a captain, co-captain, and four members.
  - The Head Mentor will lead this team unless relinquishing this position and naming another mentor to the position of Drive Coach.
  - At the conclusion of the season, the Mentors will hold tryouts for the following season drive team. Members will be able to practice, test and apply for the next season drive team. The Mentors will vote on and announce the drive team before the team signup date.
  - Three members will be the lead competition drive team and the other three will be the backup team, prepared to fill in when needed.
- The Scouting Team
  - Will consist of a Lead Mentor, captain, co-captain and up to four members.
  - Will be responsible for creating the scouting program, sheets and schedules, is in charge of all members scouting during competitions, and trains students on how to use the scouting system.
  - The Scouting Team captain will represent the Team during alliance selections, the co-captain will fill in as needed.
  - **All members attending competitions will be scouting.**
- The Travel Team
  - Will consist of a lead mentor, captain, co-captain and at least four members.
  - Will organize the Travel agendas, schedules, event agendas and lunches.
- Awards Team
  - Will consist of a Lead Mentor, captain, co-captain and up to eight members.
  - Will be responsible for making awards to give to other teams, making safety posters,
  - Chairman's Group- Judges Group
    - Will be led by a Lead Mentor and three to five members.
    - Will be responsible for creating and giving a presentation for the Chairman's Award, as well as creating Chairman's displays and binders as needed.
    - Will be responsible for overseeing all judge's books and presentations needed at competitions.
- Pit Crew
  - Will consist of a Lead Mentor, captain and one members from Safety, Program, Mechanical, Electrical departments.
  - There will only be four members in the pits on any one shift. The members are to aid where needed and act as the team spokesperson.
  - If necessary, more people may be added to the Pit Crew to help meet a deadline, at the Pit Crew Mentors' discretion.

# ARTICLE V: CLUB ACTIVITIES

## Section A: Types of Activities

- The team will participate in five types of activities: Competition/Event, Team Building, Business and Build Meetings, Community Service, and Fundraising.
- Any event, which the team participates in, will be defined as only one of these types.

## Section B: Community Service

- Community Service is any activity done for the betterment of the community where neither the individual nor the organization represented obtains any monetary supplement.
- Community Service hours will also be given for events which support sponsors or community groups, as well as those which support FIRST, so long as the previous condition is satisfied.
- Team members must complete 10 hours of Community Service. Any outside Community Service hours may be petitioned to be used as Robotics hours.
- Community Service events may be classified as mandatory or voluntary, but will count for service hours regardless.
- The Membership shall be notified whether an event is mandatory or voluntary. The team will provide opportunities for members to complete their hours of Community Service.

## Section C: Fundraising

- A fundraiser is defined as a team activity that benefits the team, community, or any other organization, where the team receives monetary compensation for its services.
  - **Fundraising** – Members are required to participate in 75% of fundraisers. Failure to do so will result in loss of good standing on the team. The Membership will be informed of a fundraiser at least two weeks in advance. All proceeds will go into the general team fund.
  - **Special Purpose Fundraising** - the team may provide opportunities for its members to earn money in order to pay for team fees. Also, if members working in a particular group wish to fundraise in order to buy new parts or equipment they may do so by holding a special purpose fundraiser. All fundraising must be approved by the governing body
- Team members must complete 10 hours of Fundraising hours.
- All fundraisers will count toward Fundraising hours.
- Fundraising ideas are encouraged and welcomed.

## Section D: Build Meetings

- Members must attend at least 85% of scheduled build season meetings for any designated team, as well as all mandatory meetings.
- The Build Season will be divided into tasks to be completed each week:
  - Week 1 – Kick-off - dissect game manual(s), Game rules, Strategy. Work on robot conceptual design
  - Week 2 – Start Design. Start purchasing material and start build
  - Week 3 – Build. Start Programming
  - Week 4 – Build and program. Test
  - Week 5 – Program and Test. Practice
  - Week 6 – Practice then bag robot.
  - Week 7 – till first event – finalize all log books, bill of material, CAD, refine any needed parts, set pit layout and SWAG.
- A mandatory meeting during the build season is one that is called specifically by the Head Mentor and does not include pre-scheduled build meetings.
- If a member will not make it to a meeting, the member must notify a Mentor or Assistant Head Mentor, before the start of that meeting, of his/her absence and supply a reason for the absence. If it is determined that the excuse is acceptable, the absence will be excused. Family, Health, and School are generally accepted, and work may be accepted if it is not abused.
  - Attendance will be taken at every meeting.

- Excessive homework may be used as an excused absence. Homework is allowed at meetings, however if it becomes habitual, students may acquire a partial unexcused absence.

#### Section E: Business Meetings

- A mandatory meeting called by Mentors during the off-season requires at least one week's notice.
- It is the member's duty to inform a Mentor of his/her absence before a meeting, regardless of the situation.

#### Section F: Academics

- It is expected for all members to maintain a status of "eligible" as defined in the ICHS handbook.
- Parents will have the right to suspend the member's team activities for academic reasons.
- Varsity Letter
  - A Varsity Letter is an honorable recognition of at least two years of substantial contributions to the team and is considered one of the highest honors the team can bestow onto its members.
  - The Varsity Letter shall be awarded at the awards banquet.
  - Requirements for earning a Varsity Letter:
    - Being a Good Standing member on the team for two consecutive years with possible exception by mentors for Seniors

## ARTICLE VI: ADOPTION AND AMENDMENTS

- These by-laws and any future amendments shall go into effect on the dates list above following approval of the Governing Body. A written copy of current year by-laws will presented to all families at the team sign-up meeting.
- After competitions the Governing Body will discuss changes and amendments to these by-laws.
- To keep track of problems throughout the season, a suggestion box may be used; however, any suggestion using vulgar language will be ignored.
- When it is time to make amendments to these by-laws, the Governing Body will direct the process. They will set meeting dates and times, and any team member who would like to be a part of this process is welcome to participate.
- All by-laws revisions meetings will be conducted by the Head or Assistant Head Mentor and all mentors will be informed of a by-law meeting by email at least one week prior to the meeting. All revision meeting will take place during the summer.
- If when voting on revisions a consensus cannot be made concerning a particular issue, the revision will be dropped and the ruling will revert to its previous form.
- Revisions may be adopted at any time during the season if it is deemed necessary to bring this document into accordance with current regulations and legislative rules and laws.

As a participant, parent or guardian of Team 5048 Spartronics, I/we agree to all pertinent codes of conduct and these by-laws. If I/we are in any way misrepresenting Team 5048, then any Mentor will have the right to excuse me/us from any activity, events, performance and/or practice. The Mentors reserve the right to report any violation to appropriate authorities if necessary. As a participant or parent, I/we will be supportive of the Mentor's decisions, and address any concerns to the Head Mentors directly at an appropriate time. When at competitions or team events I/we understand that our member is a part of the team and will participate with the team. Departure of our child (even with a parent) must be cleared with the Head Mentor prior to departure. Team 5048 wants everyone to have a positive experience when at practice, competitions, performances, fundraising and any event we choose to do as a team.

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head/ Assistant Head Mentor Name

\_\_\_\_\_  
Date received