

The Constitution of  
The NASA ROBOTICS TEAM  
at  
The University of Akron

**Article I – Name**

- A. The official name of this organization shall be NASA ROBOTICS TEAM. NASA's Robotic Mining Competition is for university-level students to design and build a mining robot that can traverse the simulated Lunar chaotic terrain. The robot must then excavate regolith simulant and return the excavated mass for deposit into the designated area to simulate an off-world excavation and building mission.

**Article II – Purpose**

- A. The purpose of this organization shall be to enrich the collegiate experience for UA students, especially those in an engineering field. This group shall serve as an incubator, creating an interest in extracurricular involvement amongst students. Through programming (educational, social, and leadership-oriented), community outreach, and collaboration with other student organizations and campus resources, NASA Robotics Team will provide the opportunity for students to develop themselves personally, academically, and professionally. Through these efforts, we hope to add value to the student experience and to The University of Akron.

**Article III – Membership**

- A. Those eligible for membership are currently enrolled as undergraduate and graduate students at The University of Akron and must be in good standing with the university, defined as:
1. Maintaining a minimum GPA of 2.0 for undergraduate and 3.0 for graduate students.
  2. Being clear of academic probation or suspension.
  3. Being clear of disciplinary probation or suspension.
  4. Being clear of unsatisfied financial obligations to the university.
  5. Being in good standing as defined by the student's academic college or program.
- B. Other membership requirements are to:
1. Fulfill all attendance policies as outlined in article VII section A.
  2. Actively express desired involvement and learning outcomes.
  3. Actively promoting the organization to prospective new members.
  4. Always represent the organization in a positive manner.
  5. Maintain a desire to develop oneself holistically.
- C. Membership will consist of the following duties and roles:
1. Voting Members may vote on issues presented by the executive board.
    - a. Must meet all of the requirements in Article III Section B.
    - b. Must have been a member for at least one semester.
    - c. Members must keep regular contact with the executive board while on a Co-Operative Education Program.
    - d. Members may be granted voting status by the executive board on a case-by-case basis, if (a), (b), and (c) are not met.
  2. Non-voting Members may not vote on issues presented by the executive board.
    - a. These members do not meet all the requirements in Article III Section C

- b. May return to Voting Member status through the process established by the board members.
- D. Membership will be revoked by the organization under the following situations:
  - 1. Failure to meet membership requirements described in Article III Section A.
  - 2. Creation of an environment that reflects poorly upon the student organization.
  - 3. Failure to maintain communication with the executive board while away on Co-Operative Education Programs.
    - a. An appeal can be made to Article III Section D, to put the issue to a full team vote, where a  $\frac{3}{4}$  team participation is required, and a majority vote is the final ruling vote.

#### **Article IV – Officers**

- A. The necessary Officer Positions in this organization include (but are not limited to):
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Project Manager
  - 5. Mechanical Team Manager
  - 6. Electrical Team Manager
  - 7. Software Team Manager
- B. The powers and duties of the officers shall be:
  - 1. President
    - a. Oversee the operations of the organization.
    - b. Play an active role in all activities related to the organization.
    - c. Conduct both officer and general member meetings.
    - d. Lead the interview and selection process for new board members at the conclusion of the academic year.
    - e. Remain knowledgeable about the constitution guidelines and recommend action to the executive board based on broken guidelines set by the constitution.
    - f. Facilitate communications with NASA Robotics coordinator and complete appropriate paperwork related to the NASA Robotics Competition.
      - i. Note: The NASA Robotics coordinator is the primary contact between teams competing in the competition and the competition itself. The NASA Robotics coordinator keeps teams up to date with upcoming events and requirements for the competition. This person may change from year to year.
    - g. Fulfill sponsorship obligations alongside Treasurer including but not limited to the Finance Presentation for CEPS, the Ohio Space Grant Consortium, etc.
  - 2. Vice President
    - a. Assume Presidential obligation in the absence of the President.
    - b. Collaborate with the President on all organization efforts.
    - c. Assist and advise all officers as needed in fulfilling organizational obligations.
    - d. Head all recruitment efforts for the organization.

- e. Maintain organization accounts on social networking websites.
- f. Seek out and coordinate outreach opportunities.
- g. Track member participation in outreach opportunities.
- h. Complete the composition of the NASA required Outreach Report
- i. Responsible for ensuring the maintenance of and regular updates for the team website.

3. Treasurer

- a. Oversee all financial transactions related to the NASA Robotics Team.
- b. Maintain records of all expenses and earnings (e.g. balance sheet).
- c. Facilitate communications with SOuRCe and CEPS Advisor.
- d. Participate in the composition of the NASA Required Systems Engineering paper.
- e. Fulfill sponsorship obligations alongside President including but not limited to the Finance Presentation for CEPS, the Ohio Space Grant Consortium, etc.
- f. Facilitate yearly Winter Apparel orders

4. Project Manager

- a. Facilitate results/notes of meetings with all members.
- b. Maintain a member database with up-to-date contact information.
- c. Maintain a project schedule for important dates and deadlines.
- d. Stay up to date with subteam management and step in for assistance when necessary.
- e. Maintain a system for managing projects across the team.
- f. Facilitate subteam integration meetings, full team design reviews, and communication across the team in general.
- g. Stay up to date with NASA competition guidelines for systems engineering and concept of operations.
- h. Lead the writing of the System Engineering Report for competition.

5. Mechanical Team Manager

- a. Serve as the voice of the mechanical team within the executive board.
- b. Direct and advise the mechanical team in conceptualization, design, manufacture and deployment of mechanical systems.
- c. Delegation of projects to project leads and ensuring progress is made toward the overall system.

6. Electrical Team Manager

- a. Serve as the voice of the electrical team within the executive board.
- b. Direct and advise the electrical team in conceptualization, design, manufacture and deployment of electrical systems.
- c. Delegation of projects to project leads and ensuring progress is made toward the overall system.

7. Software Team Manager

- a. Serve as the voice of the software team within the executive board.

- b. Direct and advise the software team in conceptualization, design, and deployment of software systems.
- c. Delegation of projects to project leads and ensuring progress is made toward the overall system.

C. Election of officers

- 1. To qualify to be an officer a student must:
  - a. Have been an active member of the organization for at least one semester that academic year before applying for an officer position.
  - b. Have served as a good example, both inside and outside of organizational dealings, to peers.
- 2. Nomination of officers will be conducted by:
  - a. Personal application for position of interest or
  - b. Nomination by a current board member or
  - c. Nomination by a team member in good standing.
- 3. The election and/or selection process to be used will be:
  - a. Current board members may remain in their position if no member objects, or if no member is interested in the position, and is in good standing with the organization and university.
  - b. Any current board member wishing to move to a new board position must vacate their current position and interview for the new desired position with the exception of the subteam manager.
  - c. Team managers will be selected based on the popular vote of the voting members of the sub-team they represent and the executive board and may be subteam manager of only one team. However, they can hold the subteam manager position in addition to one of the other board positions which are enumerated as follows: President, Vice President, Treasurer, and Project Manager.
- 4. Elections will be held in the middle of April and new board members will be decided before heading to competition. The candidate(s) receiving a majority vote, of the voting members, will be declared the new officer and will take office at the conclusion of the academic year (spring semester).
- 5. The term(s) of office shall be from summer semester until the end of the following spring semester.

D. Appointment of Leads

- 1. Leads shall be nominated by their respective subteam manager with given approval by the executive board by a majority vote.
- 2. Leads can be dismissed through either the subteam manager or by the majority vote of the executive board.

E. Should vacancies occur before the completion of a term of office, the vacancy will be filled in the following manner:

- 1. If the President position is to become vacant, the Vice President is to officially assume the role of President. Board members may then nominate individuals for the Vice

President position and will vote to determine the replacement. The same process will be followed until all board positions are filled.

2. If a different officer position becomes vacant, the Vice President will assume the responsibilities of the vacant position. Then, board members may nominate individuals for the vacant position and will vote to determine the replacement with the exception of the subteam managers.
3. If a subteam manager position becomes vacant, the team members and executive board will vote to determine the replacement.

F. Removal by Impeachment: Charges can be brought against any officer for the following reasons:

1. Unlawful acts that reflect poorly upon the organization.
2. Failure or unwillingness to complete assigned duties.
3. Dishonest use of organization funds or resources.

G. Impeachment proceedings may be enacted upon a majority vote consisting of all officers.

H. If an impeachment proceeding is voted to occur, the following procedures will be followed:

1. The officer in question shall be notified of the charges in writing.
2. A special meeting is set up to discuss the charges where all parties are allowed to rebuttal the accused charges. All officers and the faculty advisor should be in attendance.
3. If a decision is made to proceed, a vote should be taken by the board members (excluding the alleged) and the faculty advisor. If a majority votes to impeach the officer for the offense, he or she will be removed from the position and membership if seen fit by the decision-making body.
4. In the event of the impeachment of an officer, the position will be treated as vacant and the procedures described in Article IV Section D will be followed.

## **Article V – Organizational Structure**

A. The Executive Committee shall consist of the following officers:

1. President
2. Vice President
3. Treasurer
4. Project Manager
5. Mechanical Team Manager
6. Electrical Team Manager
7. Software Team Manager

B. The Executive Committee's duties shall be to:

1. Oversee the operations of the organization.
2. Provide leadership and mentorship to the general member base.
3. Plan and execute events for general member participation.
4. Communicate with SOuRCe.
5. Delegate, oversee, check and approve papers written for the competition.
6. Lead and oversee member efforts toward achieving tasks and goals of the competition.
7. Develop and maintain an accountability process for member participation.
8. Enforce guidelines set by the constitution.

## **Article VI – Campus Advisor**

- A. To qualify to be the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron. Final approval of the Campus Advisor will rest with the Department of Student Life. Other requirements are:
  - 1. Available and willing to participate in organized events and meetings.
  - 2. Offer mentorship and guidance to the officers and general members alike.
  - 3. Maintain passion about leadership development and foster a positive collegiate experience.
- B. The Campus Advisor shall be selected by:
  - 1. The executive board, via a majority vote. The Campus Advisor chosen must consent to being selected.
- C. The term of office for the Campus Advisor will be from summer semester until the end of the following spring semester.
- D. If the Campus Advisor fails to meet the organization's requirements outlined in Article VI Section A, the following procedure shall be taken for removal of office:
  - 1. The Executive Board shall hold a special meeting.
  - 2. The membership will hold a vote of confidence for the Campus Advisor.
    - a. All members shall vote either "Confidence" or "No Confidence"
  - 3. If the Campus Advisor receives a vote of "No Confidence" from two-thirds (2/3) of the board membership, the Campus Advisor will be notified in writing and shall be removed from advising the organization.
  - 4. If deemed necessary, a Campus Advisor may also be removed at the discretion of the Associate Vice President and Dean of Students or the Vice President of Student Engagement and Success.
- E. In the event of a vacancy within the position of Campus Advisor, it is the responsibility of the organization to appoint a new Campus Advisor within five (5) business days. No business shall be conducted until a new Campus Advisor has been appointed and approved through the Department of Student Life (via RooConnect) or before conducting business.

#### **Article VII – Rules or Organizational Procedures**

- A. Attendance policy for members shall be:
  - a. Members are encouraged to attend all meetings in order to remain active.
  - b. Members must remain involved with the team throughout the academic year by actively attending team meetings and philanthropic opportunities and working on the project. Team member activity levels will be determined based on attendance and technical involvement.
  - c. Attendance at events is encouraged, and mandatory if a member makes a commitment to attending beforehand, unless prior notice of extraneous circumstances is given.
  - d. If a member fails to attend an event he or she has committed to attend, he or she will begin the accountability process created by the executive board.
- B. Organizational meetings shall be held:
  - a. Meetings will be held at a time established by the executive board at the beginning of each semester.
- C. To conduct executive business, a quorum shall consist of:

- a. At least half of the current executive board members.
- D. Policy regarding Senior Design Projects:
  - a. Members shall not incorporate a Senior Design Project into this design team unless full agreement is reached with the executive board and advisors.
- E. Competition Attendance:
  - a. Competition may only be attended by members in good standing who have been part of the organization for at least 1 semester at the time of Competition. Also, they must be granted privilege by the executive board members, by majority vote, to attend competition.
  - b. The only exception to Article VII Section D Subsection A, stated above, is if the member has proven that they deserve to attend competition and special permission has been granted by a majority vote of the executive board members.
  - c. An appeal can be made to Article VII Section D Subsection A, to put the issue to a full team vote, where a  $\frac{3}{4}$  team participation is required, and a majority vote is the final ruling vote.
  - d. No team member is guaranteed a position at competition regardless of officer position, seniority, or past attendance and participation.
- F. In the event of conflict concerning proper rules of procedure, Robert's Rules of Order will serve as the recognized authority.

#### **Article VIII – Finance**

- A. Dues for membership to the organization shall be:
  - a. A \$15 t-shirt fee is to be collected upon joining the team and every subsequent fall semester.
- B. Other sources of organizational funding, besides university funding, shall be:
  - a. Member-organized fundraising efforts, both on and off campus.
  - b. Participation-based incentives from on-campus activities.
  - c. Alumni donations.
- C. The organization shall manage its own finances in accordance with the rules and regulations prescribed by The University of Akron. Registered student organizations, except for those under the Office of Fraternity and Sorority Life Programs, are not permitted to have outside accounts, other than the provided UAF/EAF and SAF accounts which are administered by the Department of Student Life and SOuRCe.

#### **Article IX – Amendments**

- A. The following process must be followed to amend this constitution:
  - 1. An officer, lead, or member must propose a necessary amendment to the executive board in writing.
  - 2. The executive board will review the proposed amendment at the next officer meeting.
  - 3. The executive board will vote for or against the change at the following officer meeting (a special meeting can be scheduled, if need be, for time-sensitive issues).
  - 4. If a majority vote for the amendment is reached, the proposed amendment will be added by the President, and take effect immediately, upon approval by SOuRCe.



5. If the majority does not vote in favor of the proposed amendment, the constitution shall remain unaltered.

**Article X – Nondiscrimination Clause**

- A. It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at The University of Akron because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, military status, genetic information, or status as a veteran. The University of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of/ sexual and racial or ethnic orientation in employment and admissions. See UA Board Rule 3359-38-02.

**Article XI – Student Life Clause**

- A. The NASA Robotics Team shall maintain a current registration form, including a list of officers, their addresses, the name of the Campus Advisor, and the most recently amended constitution with the Department of Student Life.