

Robotics Club Constitution

Article I – Name

This organization is to be officially known as Robotics Club. However, it may also be referred to as Robotics Club at Georgia State University or RC.

Article II – Purpose Statement

The purpose of this organization is to enhance students' learning and understanding of robotics by being able to work hands-on and apply their knowledge and creativity to a robotic design. The club will compete as a team in national robotic competitions against other collegiate teams, teaching students the importance of an interdisciplinary team, budgeting, and outreach.

Article III – Membership Requirements

A. To be eligible for membership, candidates must be enrolled students on the Atlanta Campus of Georgia State University.

B. A Georgia State cumulative grade point average of 2.00 is required for membership.

C. Honorary members shall have demonstrated outstanding support of the purpose of the organization.

D. Honorary members shall have all the privileges of membership with the exception of voting and holding offices.

E. Removal of Membership of an eligible member:

1. Even if a member maintains eligibility for membership, they may be removed from the group due to disruptive or harmful behavior.
2. A member of the Executive Board or an active member may initiate the removal process.
3. The Executive Board will review any information regarding the member in question. To continue the removal process, there must be a 2/3 vote of the Executive Board affirming the membership removal.
4. If the Executive Board votes to remove a member, it must be presented for final approval to the general membership at the next scheduled meeting. A 2/3 vote of the general body present at the meeting is required to remove the member.

Article IV – Officers

A. The officers of the organization shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Public Relations Chair
6. Event Coordinator
7. Project Manager

B. The collection of these officers shall be known as the Executive Board. Officer duties are to be found in Article V.

C. All officers must have a minimum GPA of 2.5. In addition, they must anticipate being a full-time student during their entire tenure. Exceptions can be made for part-time students by current board members depending on eligibility.

D. Officer tenure is from August 1st to May 30th.

E. Removal from Office:

1. Removal from office can be for failure to execute duties or for behavior that is inconsistent with being a leader of a student organization.
2. A member of the Executive Board or an active member may initiate the removal process.
3. The officer will be given a 14 day notice that their position is being reviewed. The officer may present any information or evidence to the Executive Board at the scheduled meeting. A 2/3 vote of the remaining Executive Board is needed to continue the removal process.
4. If the Executive Board votes to continue the removal at their meeting, it must be presented for final approval to the general membership at the next scheduled meeting. A 2/3 vote of the general membership in attendance is needed to remove the officer.

Article V – Officer Duties

A. Executive Board duties and power of control:

1. The Executive Board can set procedures for the organization that do not infringe upon the rights of the members.
2. The Executive Board shall meet prior to every meeting of the organization to set the agenda and discuss any issues.

3. At Executive Board meetings, a quorum of 3/5 is necessary to conduct business.

B. President

1. Will be the public voice of the organization.
2. Authorized to enter into contracts on behalf of the organization.
3. Lead all meetings of the organization.
4. Ensure compliance with all policies and procedures.
5. Ensure funding opportunities are successful and able to maintain needs throughout the season.
6. Ensure quality outreach opportunities are available for ALL members to take part in.

C. Vice President

1. Serve in the absence of the president.
2. May adjust committee membership as needed to maintain balance and continuity within the organization.
3. Will collaborate and sign transactions along with the Treasurer for checks and balances.
4. Will collaborate and help the President gain funding and outreach opportunities.

D. Secretary

1. Maintains minutes of the executive board meetings and general meetings.
2. Takes role at all meetings.
3. Creates all official correspondence.
4. Creates and finds outreach opportunities throughout the season.

E. Treasurer

1. Maintain finances.
2. Reports monthly to the executive board all transactions – including copies of bank statements
3. Authorized to enter into contracts on behalf of the organization.
4. Work with the appropriate fee council regarding funding.
5. Creates and finds funding, grants, scholarships that the club is able to apply for.

F. Public Relations Chair

1. Develop and implement strategies to enhance the organization's public image and visibility.
2. Manage social media accounts and website to promote events, activities, and achievements.

3. Coordinate with other organizations and media outlets to increase publicity and coverage.
4. Create and distribute promotional materials such as flyers, posters, and newsletters.
5. Serve as the primary contact for media inquiries and interview requests.
6. Organize and oversee public relations campaigns and events.

G. Event Coordinator

1. Plan and coordinate all organization events, including meetings, workshops, social gatherings, and fundraisers.
2. Secure venues, equipment, and supplies needed for events.
3. Create event timelines and schedules, ensuring all logistical details are addressed.
4. Recruit and manage volunteers to assist with event setup, execution, and cleanup.
5. Work closely with other officers to ensure events align with organizational goals and objectives.
6. Evaluate event success and gather feedback for future improvements.

H. Project Manager

1. Oversee the planning, execution, and completion of all organization projects and initiatives.
2. Develop project timelines, budgets, and resource plans.
3. Delegate tasks and responsibilities to team members and ensure accountability.
4. Monitor project progress and address any issues or obstacles that arise.
5. Coordinate with external stakeholders, partners, and collaborators as needed.
6. Evaluate project outcomes and lessons learned to inform future project planning and decision-making.

Article VI - Elections

- A. Election of officers shall take place in March each year.
- B. The outgoing officers, not seeking reelection, and the advisor will conduct elections.
- C. The process of elections shall be:
 1. Applications and/or nominations are submitted by deadline established by the Executive Board.
 2. Grades will be checked.
 3. The order of elections are as follows: President, Vice President, Secretary, Treasurer, Public Relations Chair, Event Coordinator, Project Manager

4. Candidates for each position will be interviewed using a set of questions in either individual or group session.
 5. Once all candidates are interviewed for their applied positions, the full membership will vote via secret ballot.
 6. The candidate receiving the most votes will be elected.
- D. Should a position become vacant during the year, the following process will be followed:
1. Notice will be given to the membership that there is an open position and voting will take place at the next scheduled meeting.
 2. Nominations will come from the floor. Each candidate will have a maximum of two minutes to speak. Voting will be by secret ballot.

Article VII – Meetings

- A. There will be a minimum of four general meetings each fall and spring semester.
- B. Meetings shall be governed by Roberts Rules of Order.
- C. Decisions affecting the membership will be voted on by the membership.
- D. Two-Thirds (2/3) of active membership shall constitute a quorum.
- E. Simple majority of the active membership is needed to pass any motion unless otherwise stipulated in the constitution or bylaws. The President votes only in a tie.
- F. The Executive Bard can call a Special or Emergency meeting, if the membership is given a minimum of 48 hours notice. A member may appeal to the Executive Board to schedule an emergency meeting.

Article VII – Finances

- A. A per semester membership fee will be determined by the Executive Board each semester.
- B. The membership fee will be collected by the second meeting of the semester.
- C. No fees shall be levied upon honorary members.
- D. The Executive Board shall make all financial decisions on behalf of the organization.
 1. The Executive Board will present a budget to the general members each semester at the first general body meeting.
 2. The general membership will have an opportunity to review and approve the proposed budget.
 3. The Executive Board must present any expenditure to the general membership for approval if: a. The expenditure is not listed in the approved budget, AND b. The expenditure is \$500 or more.

E. If the organization dissolves, any non-university-owned assets will be retained by the organization for two (2) years in case the organizations re-establishes. After two (2) years, any assets will be donated to a charity with a mission similar to this organization, as determined by the Executive Board.

Article IX – Governance

A. The organization and its members agree to abide by University policies and all federal, state, local laws.

B. Non-Discrimination: Membership, leadership and participation in the organization must be open to all students without regard to race, color, sex (unless exempt under Title IX), age, religion, national origin, sexual orientation, gender identity, marital status, disability, or status as a U.S. veteran.

C. Hazing Policy: This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined in the Student Code of Conduct at Georgia State University.

D. Organization Agreement: This Organization agrees to abide by the Student Code of Conduct, RSO Handbook, and all pertinent university policies, protocols, and procedures. Certain RSO benefits may require specific obligations. RSO student leaders must regularly engage designated communication and organizational management tools, maintain relevant RSO records and participation data, complete designated trainings, and participate in designated activities that promote RSOs and their activities to the broader student body.

Article X – Advisor

A. Faculty/Staff Advisor

1. The faculty/staff advisor must be a full-time employee of Georgia State University.
2. The faculty or staff member that serves as the advisor needs to be voted on by the membership every year, prior to renewing the organization.

B. Alumni/Community Advisor

1. One or more persons may serve as an alumni/community advisor.
2. The general membership must vote to approve any alumni/community advisor.
3. Their election and tenure would run the same schedule as the officers.

Article XI – Amendments

A. This constitution should be reviewed and updated every two (2) years.

B. Any member can propose an amendment to the Executive Board for review.

C. Any amendment presented by the Executive Board can be approved by a two-thirds (2/3) vote of the active members present at the meeting.