

Draft Constitution of Zotbotics Robotics Club at UCI
University of California, Irvine

Article 1: Name of the Organization

This organization shall be officially named “Zotbotics Robotics Club at UCI”, henceforth referred to as “Zotbotics” or “the Club” in this document.

Article 2: Purpose of the Organization

The mission of Zotbotics is to:

- I. Provide an environment of innovation and learning for students to learn about engineering and robotics in hands on a cooperative and competitive environments.
- II. Influence the local community by providing resources and support to the younger generation in the field of robotics.
- III. Facilitate connections to industry and networking opportunities.
- IV. Establish UCI as a leader in the field of competitive robotics.

Article 3: Membership Practices

- I. Membership requirements
 - a. Zotbotics is open to all current UCI students interested in STEM, regardless of major
- II. Rights as a Team Member
 - a. Suffrage for selecting board members
 - b. Access to workshops, meetings
 - c. Opportunity to participate in competitions
- III. Types of membership
 - a. Board
 - b. Team Member
 1. Pays membership dues
 2. Some events or projects may be restricted to team members
 - c. General Member
 1. Free to attend all open events or workshops
 2. No membership fees
- IV. Withdrawal of members
 - a. Members will be held accountable for the tasks they undertake, and members who fall short of that standard, abuse the resources at Zotbotics, or create conflict or

disorder may be removed from the organization at the discretion of the executive board.

Article 4: Officers

- I. General Responsibilities and Duties
 - a. **President (2):** Oversee Zotbotics as an entity, as well as its various branches; communicate with various officers to organize, plan, and execute plans of action (ex. Upcoming robotics competition, outreach events, etc.); ensure steady growth of club
 - b. **Treasurer:** Handle all things finance related, including but not limited to budget maintenance, fundraising, grant applications, sponsorships, and transaction management
 - c. **Head of Public Relations:** Establish presence of club on campus and online; maintaining image of Zotbotics for possible sponsorships and campus events; spreading awareness of club's mission and current activities
 - d. **Competition Lead:** Manage progress of Zotbotics teams in competitions such as VEX U and BattleBots; assure teams make weekly progress towards goals; assist with robot design and refinement
 - e. **Head of Operations:** Secure spaces for work and meetings, making sure spaces are kept clean and organized. Prepares team for competition and handles robot travel and competition packing. Creates orders for needed parts and materials
 - f. *All officers* will be required to attend weekly meetings and will not be able to abstain from votes on elections, decisions, or amendments
- II. Qualifications for becoming an officer
 - a. Officers must be current UCI students in good academic and disciplinary status who have been in the club for at least one school year
- III. Terms of office
 - a. Officers assume their positions at the start of each school year.
 - b. After elections, officers-elect will be required attend weekly officer meetings and work closely with current officers to prepare for the coming year.
- IV. Process of filling vacated offices
 - a. Vacated offices will be filled through a team member election where all the usual officer election procedures apply
- V. Removing ineligible officers
 - a. Members who have failed to maintain a minimum GPA of 2.5 are deemed ineligible
 - b. Members who have not have upheld their executive responsibilities may be removed by a majority vote of the board excluding the officer in question

Article 5: Nominations and Elections

- I. Time of the elections
 - a. Elections will take place during spring quarter each year to decide the officers of the club for the next year.
- II. Nominations
 - a. Members must be part of the club for at least one school year to qualify for an officer position. Any aspiring members must also undergo a training program by existing officers before they can qualify to be nominated. Officers must have a GPA of at least 2.5.
- III. Election procedures
 - a. All due-paying team members will have the opportunity to vote in a general election for the nominees. This is to make the process as fair as possible while also making certain that qualified leaders are elected to positions.

Article 6: Committees

III. It is important to discuss the duration of temporary and special committees and also when and in what situations committees can be established.

IV. State how decisions are made in committees.

- I. Committees
 - a. Finance Committee
 - 1. Ensure that the team secures funding to support itself throughout the year.
 - 2. Save enough money by the end of the year to be able to improve facilities, tools, etc... the next year
 - b. Publicity Committee
 - 1. Maintain consistency in branding
 - 2. Handle recruitment of new members
 - c. Operations Committee
 - 1. Establishes safety regulations and standard operating procedures
 - d. Outreach Committee
 - 1. Spreads the mission of the club by branching out into the community
- II. Committees may be formed by a member of the board whose officer role relates to the committee function. For instance, a the Treasurer manages the Finance Committee and assigns committee roles. All members will be eligible to join any committee. Temporary committees will be formed at the discretion of the executive board.
- III. Board related committees will exist year round. Any other temporary or special committees will be established by the board as needed.
- IV. Decisions will be made in committees through majority vote of committee members.

Article 7: Meetings

- I. Board Meetings

- a. Officers are required to attend weekly board meetings
 - b. Meetings will be presided by one of the presidents
 - c. Meeting notes will be taken by one of the presidents
- II. General Meetings
 - a. General meetings will be held once a week each quarter
 - b. Members will be informed of speakers and meeting content beforehand
 - c. Meeting minutes and notes will be taken by one of the presidents
- III. Committee Meetings
 - a. At the discretion of the head of the committee

Article 8: Financial Records

- I. Dues and membership fees and deadlines are determined at the discretion of the treasurer and the board.
- II. The treasurer is in charge of collecting and monitoring fees and maintaining the clubs budget.
- III. Members will not be able to pay their dues through fundraising for the team. In the scenario a member has a financial situation where the dues cause a financial burden, other
- IV. Club dues should most directly be spent on what benefits the whole club, or what benefits the paying Team Member. (e.g. a student who participates only in Competition A should have his money spent with a priority on Competition A, where excess funds can be used for things that benefit all Team Members).
 - a. Robot materials
 - 1. Electrical System
 - 2. Pneumatics System
 - 3. Metal
 - 4. Wheels
 - 5. Sensors
 - 6. Miscellaneous components
 - b. Competition Materials
 - 1. Field
 - 2. Game elements
 - 3. Computers
 - 4. Computer equipment (controllers, keyboards, etc.)
 - c. Competition Costs
 - 1. Travel
 - 2. Food
 - 3. Lodging
 - 4. Registration
 - d. Branding
 - 1. T-shirts

2. Club swag
3. Website
4. Server
5. Commissioned artwork
6. Advertisement

Article 9: Advisors

- I. Advisors are very important to the club, although we are yet to find one. An on-campus advisor would be preferred, but either would be acceptable.
- II. The advisor would preferably come from a background in engineering (mechanical, electrical, etc.) The advisor must have the club's best interests in mind and be supportive of a student led organization.
- III. Responsibilities of the advisor will be determined upon acquiring one and working out the details with them.

Article 10: Amendments

- I. The constitution may be amended by a 2/3 supermajority vote of the Board.
- II. Prior to the amendment taking place, all Team Members must be notified of the change, and the reason for that change.
- III. All amendments must be adhere to University regulation and policies.

Signature of presiding officer: _____

Date approved by organization: _____