

# Recreational Sports Club Constitution

UVic Robotics Club 2016

President: Matthew McCann

Vice-President: Joel Newman

## ARTICLE 1: NAME

This club shall be known as: the University of Victoria Robotics Club.

## ARTICLE 2: PURPOSE

The purpose of the Robotics Club is to provide for members the opportunities and encouragement to solve engineering problems related to robotics. We shall create a team-oriented environment where technical as well as professional skills may be exercised. Sharing of knowledge, mentorship, and diversity are promoted through the club. Opportunities that the club will provide for others include tasks towards current projects, as well as networking with students and members of the greater Victoria community.

## ARTICLE 3: Membership

### Article 3.1: Membership

Membership of the robotics club is not exclusive to students of the University of Victoria; however, University students shall comprise two-thirds (2/3) of the membership of the Robotics club. To verify this, the club shall provide the Students' Society Director of Services with a list of all club members' names and student numbers every active semester. The President is the first signing authority and the Vice-President is the second signing authority, both of whom are accountable for the club.

### Article 3.2: Dissolution

The Robotics Club may be dissolved by a two-thirds (2/3) vote at a General Meeting, or by the Director of Services after a period of inactivity according to Clubs Policy. Upon the dissolution of the club, any assets and/or liabilities shall be transferred to the Engineering Students' Society account on the terms that the assets and/or liabilities shall be redistributed to other engineering clubs.

### Article 3.3: Meetings

Meetings will be held at least every once a week, to be determined by a vote at a quorate General Meeting, to give the membership control of the direction and activities of the club. Annual General Meetings must take place in the month of September each year. Semi-annual General Meetings must take place in the month of January each year. Only club members are entitled to vote at General Meetings. Special General Meetings may be called at any time by the Executive. The Executive shall prepare the agenda for General Meetings.

## ARTICLE 4: EXECUTIVES

There shall be no less than four executives in this organization. Executive involvement may be voted at Annual General Meetings if the membership feels that additional executive is needed. The following positions must be filled for every term the club is active: "President", "Vice-President", "Senior Design Manager" and "Junior Design Manager".

**4.1: President:** The President is directly responsible for coordination of executives for club planning ie. Paperwork, Club's days and events, attend all president's meetings as called by the ESS, update and maintain the modes of communication for the club, ensuring a fair delegation of club workload is provided to capable members who are willing to work. The President shall coordinate with the Vice-President and finalize all procurement and purchases. The president is responsible for ensuring an inclusive environment that asserts the interests of its members.

4.2: **Vice-President** – Maintain financial records including the following: activity, report account balance, manage the bill-of-materials, provide executive with information regarding the club's budget, work with the President to develop a financial plan, and communicate with the Clubs Coordinator for financial statements. The Vice-President shall actively work with the design teams to ensure that feasible solutions as a general manager to the club's daily activity and shall be responsible for delegating tasks to the Senior Design Manager and the Junior Design Manager.

4.3: **Senior Design Manager** - Lead the majority of the club's projects for the academic sessions on a daily basis. Their role is to provide a mentorship environment and actively recruit talent as the needs of the club's projects progress, and offer information on the direction of the club's projects to the club members. The Senior Design Manager shall manage the Senior Design Team, and delegate tasks to the Junior Design Team. The Senior Design Manager is responsible for sharing the upkeep of the club space in an orderly fashion and maintaining the club's purpose stated in Article 2 at all times in the club space.

4.4: **Junior Design Manager**- Assist in leading the majority of the club's projects for the academic sessions on a daily basis. His/her role is to ensure that delegated from other executives be documented and that all deadlines set by the Senior Design Manager may be carried out. Tasks include upkeep of the bill-of-materials, communicating with the Senior Design Manager regarding concerns of the junior team, and being delegating tasks to the junior team. The Junior Design Manager is responsible for sharing the upkeep of the club space in an orderly fashion and maintaining the club's purpose stated in Article 2 at all times in the club space.