



CLUB CONSTITUTION

The Spartabots

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Section 1

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Definitions

- ASB: Associated Student Body
- Executive board and board of directors are identical and the use of each is interchangeable
- Executive officer, club officer and member of the board of directors are identical and the use of each is interchangeable
- FRC: FIRST Robotics Competition
- GPA: Grade Point Average

Article I: Summary

Section 1

The name of this organization shall be “Spartabots”, but this organization can also be referred to as the “Skyline Robotics Club” or simply “Skyline Robotics”.

Section 2

Skyline Robotics Club exists as a way to further the interests and opportunities of those interested in the fields of science, technology, engineering and math (STEM). The club is also dedicated towards cultivating self-confidence, creative thinking, leadership, collaboration and teamwork within its members. The purpose of the club is to apply these interests towards building robots for certain robotics competitions, such as the FIRST Robotics Competition (FRC).

Section 3

The Spartabot’s mission is to inspire students in the fields of science, technology, engineering and math.

Section 4

This organization shall be divided into teams as a way of effectively managing the club’s tasks. The permanent teams shall be the build team and the software team. The build team is tasked with creating and coordinating the overall design of the robot, building the robot and ensuring compliance with the safety rules and guidelines. The software team is tasked with programming the robot, designing the control system, ensuring compliance with the safety rules and guidelines, maintaining the code repository and maintaining the website.

The members of the board of directors are responsible for handling tasks that do not fall under the software and build team, such as but not limited to fundraising, updating the website content, training the drive team and outreach. The board of directors may create and remove other teams and appoint a leader to that team as they see fit.

Article II: Board of Directors

Section 1

All powers over the club shall be vested in a board of directors.

Section 2

The board of directors shall consist of elected and appointed officers.

The elected positions are the President, Vice President, Treasurer and Secretary.

The appointed positions are the Director of Engineering, Build Leads, Software Lead, Director of Communications and Director of Fundraising.

The number of Build Leads may be decided by the board of directors. Any number of build leads may be appointed by the board of directors if seen as necessary.

Section 3

The elected positions of the board of directors shall be elected by voting process. Every club member may take part in the voting process. Election candidates may not vote for his or herself.

The appointed positions of the board directors shall be determined by application process. Each candidate must submit an application.

All positions will serve the term of the school year and elections and reappointment must be held at the end of the school year. Members are discouraged from holding more than one position. Members cannot hold more than one elected position. Club officers may run again for the same position or different positions if they are still attending school by the next term.

To be eligible to run for an elected or appointed position, the student must be a member of the club and have at least one school year of experience in the club.

Section 4

The board of directors may redefine its election process, appointment process, members and duties thereof.

Section 5

The President, Vice President or any other executive officer may be removed if he or she is not following the club constitution, not abiding by the club rules, or is not carrying out his or her duties. The removal of a club executive officer must be decided by majority vote by the all other members of the board of directors.

Section 6

If the President resigns or can no longer serve, the Vice President shall become President. If both the President and Vice President cannot serve, the Secretary shall become President.

Section 7

The President and Vice President may call for or cancel a club meeting at any time. The Director of Engineering may call for or cancel a build meeting at any time. The Software Lead may call for or cancel a software meeting at any time. The President and Vice President reserve the right to cancel any club meeting.

Article III: Membership

Section 1

All Skyline High School students are eligible to become members of this organization, provided that they are members of the ASB and have a GPA of at least 2.0, and meet all other criteria for club membership outlined by the ASB Board. Members may join at any time of the year.

Section 2

In order to join, all members must pay a fee and submit a signed media release form to the club advisors or officers.

Section 3

All members must abide by the club rules and responsibilities outlined in a separate document.

The board of directors must notify all members upon changing a rule or responsibility.

Section 4

This organization reserves the right to remove any members who endangers the safety of themselves or any others, repeatedly fail to follow basic instruction, club rules or safety guidelines, or do not meet the basic expectations and responsibilities.

Section 5

Although new members are welcomed at any time of the year, it is required that members must meet a certain level of commitment in order to attend any competitions. The eligibility to attend a competition may be decided and redefined by the board of directors at any time. All members must be notified of any changes to said eligibility.

Article IV: Club Management

Section 1

The President and Vice President are at minimum responsible for scheduling and conducting meetings, coordinating the separate teams and ensuring progress is on track, planning logistics for events and meetings and presenting issues to the ASB Board.

Section 2

After election, all current club officers must train the newly elected or appointed club officer just elected of their position. After elections, the current club officers will maintain their position until their term, the school years ends. Once the school year is over, the newly elected or appointed club officers will take the position and the current officers will step down. The current club officer will continue his or her position and will not have to train anyone if he or she was reelected or reappointed.

Section 3

The club shall have a club advisor who must be a teacher at Skyline High School. The advisor is responsible for advising club officers, ensuring compliance with all school and ASB regulations, communicating with school staff and supervising meetings.

Section 4

Mentors are volunteers who help teach skills and guide students. Although any adult may be a mentor, mentors must pass a basic fingerprinting process administered by the Issaquah School District in order to be able to supervise meetings without the presence of the club advisor.

The board of directors reserves the right to remove any mentors who endangers the safety of themselves or any others, repeatedly fail to follow the club rules or safety guidelines, or do not meet the basic expectations and responsibilities.

Section 5

Any parent who wishes to drive students to events must have filled out and filed a background check form during either this current year or the previous year.

Section 6

All field trips must be planned and submitted to the school administration with the approval of the club advisor at least two weeks in advance to the actual start date of the field trip.

Section V: Alteration of Constitution

Section 1

Any changes to this constitution must be agreed upon by majority vote at a special meeting. All members must be notified of any changes to the constitution.

Section 2

Amendments to this constitution must be conveyed to the club secretary formally by email or by hardcopy. The board of directors must then decide on the date of a special meeting to discuss the proposals. Any person may propose amendments to the constitution.

Section 3

Only if seen as extremely necessary, the club constitution may be rewritten upon majority vote by the board of directors. The final draft must be approved again by the board of directors and must have majority vote by the board of directors to become active.

Article VI: Dissolution

Section 1

This organization may be dissolved if deemed necessary by the members in a majority vote at a special meeting. All members should be notified and be able to attend said special meeting. If dissolution is decided, the members of the special meeting must decide what becomes of the club's assets and funds after any debts have been paid.

Article VII: Finance

Section 1

All income and expenditures must be logged on a publically available document, including but not limited to purchases, donations (parts and money), income from grants and fundraisers, parts used on robots (logged as expenditures), other incomes and expenses. The board of directors must confirm records with the school bookkeeper regularly.

Section 2

All purchase request must be sent to the club treasurer, typically by the club website's purchase request page. The treasurer is responsible for prioritizing purchase requests, filling out necessary purchase orders (PO) and submitting the POs to the school bookkeeper.

Section 3

Because purchase can take up to several weeks to be processed, the club advisor is permitted to spend a certain amount of money per week in case of emergency, which will be reimbursed upon delivery of the appropriate receipts.

Section 4

The club has two financial accounts – the ASB and the Grant account. The money inside the ASB account will be retained each year, whereas the money in the Grant account will be absorbed by the school at the end of each year. Therefore, the treasurer should deplete the Grant account as much as possible before the end of the school year.

Section 5

As required by Washington State Law, the club must keep an accurate record of its financial data and make them available on request to advisors, school administrators, and auditors.