Club Constitution

Skyline Robotics Club
Last updated November 1, 2015

About

Name

The name of this organization shall be called "Skyline Robotics Club". This club will organize during the first month of the school year.

Purpose

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).

Membership

Eligibility criteria

All Skyline High School students are eligible to become members of the Skyline Robotics Team, provided they are members of the Skyline Associated Student Body (ASB), have a GPA of at least 2.0, and meet all other criteria for club membership outlined by the Skyline ASB executive board. New members and guests are welcomed at any time of the year.

Other criteria

All members of the robotics team must pay a $40 fee by October and submit a signed media release form to the club advisors or officers. Any member of the club who wants to work in the build room must also take and pass a basic tools and safety training course administered by a mentor and sign a safety release form.

Responsibilities

All students are required to follow a certain set of responsibilities in order to continue to be a member of Skyline Robotics Club

- Students must observe safety guidelines and rules laid out by mentors or team leads
- Students must monitor their email and Trello, an online web service used by our team for project management

Removal

Skyline Robotics Club reserves the right to remove students from the club who endanger the safety of themselves or other students, repeatedly fail to follow basic instructions or safety guidelines, or do not meet basic expectations and responsibilities.

Student Involvement

Posting tasks

Mentors and advisors are the only people who are permitted to post tasks on Github. Club officers may also post tasks given approval from a mentor.

Assigning tasks

Students may select any task available on Github, from any team, to complete. Students are permitted to assign themselves more than one task. Multiple students are permitted to work on the same task.

Club structure

Team duties

Skyline Robotics Club is divided into several teams as a way of efficiently managing our various tasks. Students may join multiple teams, but each team shall have one team lead responsible for managing it. The current teams and their duties are outlined below.

Build and design

The build and design team is tasked with creating and coordinating the overall design of the robot, building the robot, and ensuring compliance with all safety rules and guidelines.

Programming and Electronics

The programming and electronics team is responsible for programming and wiring the robot, designing the control system and training the drive team, ensuring compliance with all safety rules and guidelines, and maintaining the code repository.

Spirit, Media, and Public Relations

The spirit, media, and public relations team is responsible for taking notes, photographs, and other records of each meeting, distributing those notes and updates to students, parents, and school administrators, publicizing our progress and accomplishments to the general public, and updating our website.

Fundraising

The fundraising team is responsible for raising money by researching and filling out grants, talking to sponsors, and launching fundraising campaigns.

Finance

The finance team is responsible for recording and bookkeeping all income, expenses, donations, and purchases, keeping inventory of all our parts, defining any purchases, and making and processing purchase orders.

Club leadership

Officer duties

Skyline Robotics Club holds several officer positions that are responsible for managing this organization. These positions and duties are:

- President
- Vice President

The president and vice president have the following responsibilities:

- Schedule and conducts meetings
- Coordinate teams and ensures that progress is kept on track
- Plan logistics for events and meetings
- Present issues to the ASB Board

Team lead duties

Each team will have a team lead who is responsible for managing the team, making sure that progress is being made, and teaching members various skills. Team leads will also send weekly updates to the club leaders and the Spirit/Media/PR team. The current team leads are:

- Build/design lead
- Programming/electronics lead
- Spirit, Media, and PR lead (also known as the secretary)
- Fundraising/grants lead
- Finance lead (also known as the treasurer)

The duties of each team lead have been outlined in the above section.

Elections

Students in Skyline Robotics Club shall elect candidates once a year by secret ballot in April. Each officer will serve the term of the school year until elections are held or new officers are elected or re-elected. Students are discouraged from holding more than one position in office.

Officer training

Each elected candidate will be trained by the current officer until school ends. Once school has ended, the elected candidate will take full control over the position, and the previous officer will step down.

Advisors and Mentors

Advisors

The club advisor 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.

Mentors

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.

Parent drivers

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. Background check forms can be obtained from:

http://www.issaquah.wednet.edu/documents/policymanual/2000%20Instruction/2320F3%20Driver%20of%20Private%20Vehicle%20Agreement.pdf

Meetings and schedule

Strategy meetings

The club shall have weekly meetings specifically for the purpose of discussing strategy, delivering updates and progress reports, and planning logistics. Attendance is required for all club officers and team leads, but is optional for all other club members.

Team meetings

Each team must meet at least once a week. Each team will individually work out what time would be best for all its members to meet, based on the schedules of the club advisors and mentors. The meeting times should be kept as constant as possible, and should be publically available.

Supervision

Every meeting must be supervised by an advisor or mentor authorized by the Skyline High School administration. Advisors and mentors must be present at the meeting at all times, and must follow all other guidelines outlined by the school administration.

Meeting updates

We are mandated by Washington State Law to keep meeting minutes and a log for all meetings. The spirit/media/PR team is responsible for taking meeting minutes for all strategy meetings. Team leads are responsible for writing updates for their respective team meetings. The spirit/media/PR team is responsible for collecting these notes and publishing weekly updates which should be:

- Sent to the Skyline Activities Coordinator
- Published on the club website
- Posted on Trello
- Emailed to all members on the club distribution list

Cleanup procedures

Any team that uses the build room must spend approximately 15 minutes at the end of each meeting cleaning the room, putting away tools and parts, throwing away garbage and waste, and vacuuming the floor.

Finances

Bookkeeping procedure

In order to effectively manage our finances and liquidity, Skyline Robotics Club has several policies that must be followed. In particular, all income and expenditures must be logged on a publically available document, including, but not excluded to:

- Purchases
- Donations (parts and money)
- Income from grants and fundraisers
- Parts we use on robots (should be logged as expenditures)
- Other income and expenses

The finance team must confirm their records with the school bookkeeper on a weekly basis.

Purchases

All requests for purchases must be sent via email to the Finance team and cc'd to the club advisor and to club officers. The finance team is responsible for prioritizing purchase requests, filling out necessary purchase orders (P.O.), and submitting it to the school bookkeeper.

Discretionary purchases

Purchases normally take approximately 1 week to be processed. In case of emergencies, the club advisor has been permitted to spend a certain amount of money per week, which will be reimbursed upon delivery of the appropriate receipts.

Accounts

Skyline Robotics Club has two accounts – an ASB account, and a 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 finance team should deplete the Grant account as much as possible before the end of the school year.

Audits

We are required by Washington State Law to keep an accurate record of our financial data and make them available on request to advisors, school administers, and auditors. Therefore, the finance team should post updated financial reports to Trello on a weekly basis.

Logistics

Field trips and events

All field trips should be planned and submitted to the school administration with the approval of the club advisor at least two weeks in advance.

Project Management

Club members should use project management software to help manage tasks and events. Currently, we are using Trello (http://trello.com/spartabots) as our project management software.

Safety

Basic expectations

Robotics club uses and works with tools and machinery that can be dangerous without proper treatment. For these reasons, we require all club members and guests to follow several safety rules. Failure to do so can result in removal from the club. These rules are listed below.

Don't do dangerous things

Club members must not misuse tools or act in a way that endangers the safety of themselves, others, or equipment. Students are only permitted to use tools once they've received appropriate training, and may not use the machine room.

Keep the build room clean

When working in the build room, members must keep the room and their environment clean and ordered. No food is allowed inside the build room at any time. Drinks are allowed, as long as they're kept in sealed containers.

Wear appropriate clothing

When inside the build room, all members must wear eye protection, tie back long hair, and secure loose clothing.

Constitution

Amendment

Any proposed amendment to the Skyline Robotics Team must be approved by two-thirds of the team by vote. Any person may propose amendments and updates to the club constitution during team meetings.

Availability

The club constitution (and past revisions) should be publically available online at all times.