

**Stony Brook University**  
**Stony Brook Robotics Team Constitution**

**Article I–Name**

The name of the organization shall be the Stony Brook Robotics Team.

**Article II–Mission Statement**

The mission of the Stony Brook Robotics Team is to foster an interest in robotics through competition, to empower students to gain practical experience in engineering, and to develop a community of roboticists, scientists and engineers at Stony Brook.

The Stony Brook Robotics Team, as a registered organization at Stony Brook University, is committed to promoting a safe and vibrant campus community. In receiving annual recognition through the Department of Student Engagement and Activities, no individual or group affiliated with the Stony Brook Robotics Team will take any action or create a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with this organization. The leaders and members of the Stony Brook Robotics Team also agree to abide by all aspects of the Stony Brook University Conduct of Student Responsibility, university policies and Federal, New York State and Local laws.

**Article III- Complying Organizations**

The Stony Brook Robotics Team will act and operate in compliance with Stony Brook University, Stony Brook Department of Student Union and Activities, Stony Brook USG, and CEAS policies, regulations and bylaws and local, state and federal law.

**Article IV–Membership**

No person shall be denied membership or office to the Stony Brook Robotics Team because of sexual orientation, nation of origin, race, sex, physical disability, political or religious beliefs.

Membership must be open to currently registered, matriculated undergraduate students of Stony Brook University who have paid the undergraduate student activity fee and must subscribe to, or be interested in the purpose of this organization.

Membership shall be divided into three types; general members, active voting members, and members on probation.

**Section 1: General members**

As per USG, any undergraduate student at Stony Brook University who pays the Student Activity Fee, is eligible to join the Stony Brook Robotics Team and would fall into the

general membership.

## **Section 2: Active Voting Membership Benefits:**

### **Members of the Stony Brook Robotics Team may:**

- a. Vote for club elections
- b. Be eligible to attend competitions
- c. Propose a project, request materials, and use the lab and other club resources (following specific lab guidelines outlined in Article VII)
- d. Run for executive board (e-board) positions (following specific election guidelines outlined in Articles VIII and IX)
- e. May use a part of the design process as their senior design project, pending approval from the e-board by a supermajority (three-fourths (3/4)), a simple majority of active voting members, and the department advisor(s) of the requesting member(s)).

## **Section 3: Requirements of Active Voting Members**

### **To become a member:**

- a. A student must be an undergraduate student at Stony Brook University
- b. A student must read and understand this constitution
- c. Upon completion of the reading of the constitution, a student must complete a lab safety training session, EOS 029, ENV 001, and ELS 002.

Upon fulfilling the requirements for membership, the student will be added to the member roster by the Secretary.

### **Members must:**

- a. Attend at least one (1) General Body Meeting (GBM) every four (4) weeks
- b. Perform a minimum of (1) supervised task every four weeks as assigned by an e-board member

## **Section 4: Membership Probation**

Probation is a status that is given to active voting members (including team leads and officers) who have violated any of the following rules

### **Reasons for Probation:**

- a. Not fulfilling the requirement of attending at least one (1) General Body Meeting and performing a minimum of one (1) supervised task every four weeks as assigned by an e-board member.
- b. Not following the safety guidelines of the e-board and team leads or poses a danger to any of the other members of the club (this includes any form of physical violence).
- c. Failure to follow lab guidelines outlined in Article VII

The probationary period will be one (1) week.

**While on Probation, members:**

- a. CANNOT vote
- b. May enter the lab and use resources ONLY with direct supervision by an e-board member
- c. May become ineligible to attend competition following a vote by the e-board
- d. May become ineligible to propose projects following a vote by the e-board

**Article V–Meetings**

**Section 1: General Membership**

- a. There will be weekly General Body Meetings during the academic year.
- b. The day of the week and time of these meetings will be decided by the e-board in August for the Fall semester and January for the Spring semester. The Secretary will notify all members (active, general, and probationary) of the meeting day and time.
- c. A quorum consisting of a simple majority of the total active voting membership is necessary for the transaction of any business of all meetings.

**Section 2: Agenda**

- a. All General Body Meetings will have an agenda that the Vice President or GBM Leader sets.
- b. All e-board Meetings will have an agenda that the President sets.
- c. The Secretary will make the agenda available to all members for the meeting, and distribute a reminder email for the meeting at least two (2) days prior to the meeting.

**Section 3: Non-Scheduled Meetings**

The President must convene a meeting within a reasonable amount of time if such a meeting is initiated

- a. By a majority vote of the voting members present at a regular or special meeting or;
- b. By one or more of the Team Leads or;
- c. By one or more of the main e-board members

**Article VI-Committees**

**Section 1: Formation of a Committee**

- a. A committee may be formed at the discretion of the executive board for the purposes of starting projects and assisting with planned events.
- b. If a member wishes to create a new committee, he/she must present the proposal to an e-board member and the committee's purpose must be announced to the general body at least one (1) week prior to the formation of the committee. One or more active members must be nominated as the committee chair for purposes of communication and organization.
- c. All active members are eligible to sign up for committees. No additional members may join the committee except by approval of the committee chair.

- d. The committee chair shall preside over committee meetings and must report to a member of e-board in intervals of time at the e-board's discretion.
- e. Funding of projects requires a justification by a request form from the chair. A request includes a materials list, research for specialized or expensive materials, and approval from all e-board. Committee materials will be bought on a case by case review and not by a set budget. Bought materials must stay in the lab unless approved by the e-board.

### **Section 2: Committee Meetings**

- a. Minutes must be taken at each meeting. The chair may take these or he/she may appoint one of the other committee members to take minutes. All committee minutes must be made available to the e-board within one (1) day of the meeting.
- b. The chair shall create agendas for all committee meetings and make the agenda available to all committee members at least two (2) days prior to the meeting.
- c. The chair must notify all committee members of the meeting by email at least two (2) days prior to the meeting.

## **Article VII – Lab Guidelines and Safety**

### **Section 1: Lab Guidelines**

These guidelines are intended to ensure the safety of all members who enter the lab and that the lab is kept in good condition. It is required that all members follow these basic guidelines and any additional guidelines that are imposed at the required safety meetings

- a. Non-members are not allowed within the lab area without supervision of an e-board member.
- b. Members must follow the safety guidelines of the e-board and team leads when using the lab.
- c. Food and drinks are not allowed in the lab.
- d. The lab is not to be used to store one's personal items.
- e. There shall be no sleeping overnight or making residence in the lab.
- f. Members who use equipment must return the equipment to the proper place.
- g. Damaged equipment must be reported to e-board immediately so that new equipment can be ordered.
- h. If any member wishes to borrow equipment, he/she must inform the e-board and sign out the items under the equipment sign out sheet.
- i. If a member or officer wishes to use lab supplies for personal use, he/she must inform another e-board member, have it approved and documented by said member.
- j. Lab members must clean their work stations and whatever common areas used during their time in the lab.

### **Section 2: Safety Meetings**

- a. Lab Safety meetings will be one General Body Meeting within the first half of each semester.
- b. Lab Guidelines will be briefly discussed at every General Body Meeting.
- c. All Lab Safety meetings shall be presided by the Vice President (Safety Officer)

### **Section 3: Safe Equipment Usage**

- a. Team leads must approve usage of lab equipment (including but not limited to: 3D printers, lipo batteries, LIDAR, any machinery) by members.

## **Article VIII–Executive Board and Duties**

### **Section 1: Organization**

- a. The members of the executive board shall be the President, Vice President, Treasurer, Secretary, Public Relations Director, Sponsorship Director, Project Manager, and Team Leads. The main e-board consists of the President, Vice President, Secretary, and Treasurer. The extended e-board consists of the Project Manager, Public Relations Director, and Sponsorship Director.
- b. The total membership of the executive board shall not exceed members of the organization.
- c. The President shall be the chairperson and presiding officer of the executive board.
- d. Any business transactions shall be conducted by e-board members (allocation of money for new equipment/supplies)

### **Section 2: Requirements**

- a. All e-board members must remain members of the Stony Brook Robotics Team for the entirety of their term
- b. All e-board members must maintain a cumulative GPA of at least 2.25
- c. All e-board members will serve a one (1) year term
- d. All e-board members must remain a registered undergraduate at Stony Brook for the entirety of their term
- e. All key holders and team leads must have a minimum of 2 hours per week of lab hours in the Robotics Team Lab.

### **Section 3: The President**

- a. The President shall be the official representative of the organization, he/she shall also be a non-voting ex-officio member of all committees of the organization, except the election committee.
- b. The President will be responsible for external communication with USG, Student Activities, CEAS, advisors, etc. These responsibilities include booking rooms for all club meetings and events, and preparing agendas for CEAS monthly meetings.
- c. The President is responsible for logistics related to the external competition(s). This does not include having the final say on the choice of the external competition(s), which is a joint decision by the e-board and team leads.
- d. The President shall have the power to convene and preside over meetings of the executive board and prepare the agenda for those meetings.
- e. The President is required to verify that all current main and extended e-board members are fulfilling their duties (excluding team leads).
- f. The President shall further perform such duties as may be necessary and proper in

the fulfillment of his/her office, subject to the approval of the executive board.

#### **Section 4: The Vice President**

- a. The Vice President shall be required to see that standing committee chairpersons are fulfilling their duties.
- b. The Vice President is responsible for organizing the internal competition, as well as aspects of the external competition that pertain to their duties (e.g. overseeing development and design, verifying that tasks are completed).
- c. The Vice President will preside over General Body Meetings and write the agendas for those meetings. A GBM Leader may be appointed by the President from the e-board members at the discretion of the e-board to fulfill this responsibility if the Vice President is unable to do so.
- d. The Vice President is the Safety Officer of the club. He/She must make sure all members are observing safe practices while using the lab (Article VII) and other club resources. The Vice President must make sure that lab rules are maintained and are visibly posted in the lab.
- e. The Vice President shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
- f. If the President is unable to perform his/her duties (due to impeachment, leave of absence or resignation), the Vice President shall assume the position of President.
- g. A new Vice President will be elected in a special election called by the new President if a vacancy occurs in this office.

#### **Section 5: The Treasurer**

- a. The Treasurer shall keep a detailed record of all monies allotted to the organization. The Treasurer is responsible for handling and submitting all purchasing requests.
- b. If a purchasing request is contested by any active member or e-board member, it will be brought to the attention of the e-board and discussed within a week.
- c. The Treasurer will draft budgets for CEAS, USG, and any other necessary budgets.
- d. The Treasurer shall perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
- e. A new Treasurer will be elected in a special election called by the President if a vacancy occurs in this office.

#### **Section 6: The Secretary**

- a. The Secretary shall take minutes at all general membership and e-board meetings and make available the minutes of all meetings to all e-board members, and provide a copy of the minutes to any member upon request.
- b. The Secretary is responsible for keeping an updated roster of club members to be uploaded to SBEngaged.
- c. The Secretary is responsible for notifying all members of any General Body Meetings at least two (2) days in advance by email.
- d. The Secretary shall monitor the organization's email and respond to email

requests as they deem necessary.

f. The Secretary shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.

e. A new Secretary will be elected in a special election called by the President if a vacancy occurs in this office.

### **Section 7: The Public Relations Director**

a. The Public Relations Director is appointed by the President at the discretion of the executive board. The appointee must fulfill the requirements for being on the e-board detailed in Article VIII, Section 2.

b. The Public Relations Director is responsible for advertising and maintaining display cases for the club. He/She is responsible for raising awareness of the organization on campus.

c. The Public Relations Director must manage events and relations with external organizations, and arranging talks with guest speakers.

d. The Public Relations Director will serve as webmaster for the team's website, and is responsible for all social media.

e. The Public Relations Director shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.

f. The Public Relations Director may be re-appointed as long as the position requirements are fulfilled or a vacancy occurs in this office.

### **Section 8: The Sponsorship Director**

a. The Sponsorship Director is appointed by the President at the discretion of the executive board. The appointee must fulfill the requirements for being on the e-board detailed in Article VIII, Section 2.

b. The Sponsorship Director is responsible for fundraising efforts subject to the approval of the executive board.

c. The Sponsorship Director must manage funding proposals with external organizations and maintain a list of current and potential sponsors. The Sponsorship Director is responsible for the development of the Sponsorship Packet.

d. The Sponsorship Director shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.

e. The Sponsorship Director may be re-appointed as long as the position requirements are fulfilled or a vacancy occurs in this office.

### **Section 9: The Project Manager**

a. The Project Manager is appointed by the President at the discretion of the executive board, including the Team Leads. The appointee must fulfill the requirements for being on the e-board detailed in Article VIII, Section 2.

b. The Project Manager is the head of the Team Leads and point of contact between the Team Leads and main e-board. There shall be a weekly meeting between the Project Manager and Team Leads; however, this may be substituted by e-board meetings if all

Team Leads are present.

- c. The Project Manager is required to verify that the Team Leads are fulfilling their duties.
- d. The Project Manager shall further perform such duties as may be necessary and proper in the fulfillment of his/her office, subject to the approval of the executive board.
- e. The Project Manager may be re-appointed as long as the position requirements are fulfilled or a vacancy occurs in this office.

### **Section 10: Team Leads**

- a. The Mechanical Team Lead, the Electrical Team Lead, and the Software Team Lead are in charge of creating and leading meetings of their respective teams.
- b. Team Leads must report the progress of their team on the various subsystem(s) to the Project Manager on a weekly basis and when the Project Manager calls a meeting with all Team Leads.
- c. In the event of a design choice conflict between a Team Lead and the President, the other Team Leads shall tie-break the decision following a review of each potential design.
- d. In the event of any other design conflicts, the Team Lead has the final say, but must seriously consider all other design choices.
- e. No person may hold more than one team lead position simultaneously.
- f. The Mechanical Team Lead is in charge of the entire Mechanical subsystem of all robots being designed and constructed. This includes any part that must be machined or pertains to the study of Mechanical Engineering.
- g. The Electrical Team Lead is in charge of the entire Electrical subsystem of all robots being designed and assembled. This includes all power system, logic system, microcontroller circuit design and programming, and all other non-programming aspects taught in the Electrical Engineering and Computer Engineering majors.
- h. The Software Team Lead is in charge of all the programming for all robots, except for programming of microcontroller based systems.
- i. Each Team Lead may assign subsystem leads from members of their respective teams to lead a specific subsystem of their respective systems.

## **Article IX–E-Board Elections**

### **Section 1: Requirements for all E-board nominees**

In order to run for an e-board position a member must:

- a. Be an active member of the club
- b. Have been a member of this club for at least one semester prior to the semester when he/she would assume office
- c. Have a minimum cumulative GPA of 2.25
- d. Be registered for the semesters during which they would serve
- e. E-board members may run for re-election so long as they continue to meet all the listed requirements
- f. Nominations shall be accepted from the floor of any General Body Meeting during the spring semester prior to the election.



## **Section 2: Elections**

- a. All officers must be elected by a majority vote of all voting-members present at the assigned General Body meeting at which there is a quorum (simple majority).
- b. Elections should be held during the first week of April, and under extenuating circumstances no later than April 21st.
- c. The President will call the vote and the Vice President will count the votes. If the Vice President is running for a position, the President will count the votes for that position. The votes will be recorded in the minutes of that meeting.
- d. Voting shall be done by a secret ballot.
- e. New officers will assume their position on July 1st, unless the previous holder of that office must step down prior to that date.
- f. During the period between the election of the new officers and their assumption of their position, the current officers will continue to oversee the organization.

## **Article X–Impeachment/Resignation**

### **Section 1: Reason for Impeachment**

Any officers of the organization may be brought up on impeachment charges if he/she is acting detrimental to the organization or he/she has significantly disregarded the major responsibilities of his/her office (outlined in Article VII) .

### **Section 2: Impeachment Process**

- a. If a list of charges signed by three-quarters (3/4) of the officers or two-thirds (2/3) of active members is submitted to the President, he/she must call for an impeachment proceeding. If the President is brought up on charges, the petition shall be submitted to the Secretary. Upon receipt of the petition, the President shall suspend the officer and prevent him/her from exercising all powers and voting rights pending the outcome of the impeachment proceedings.
- b. Impeachment Proceedings: An impeachment review is called by the presiding officer (President or Vice-President if the President is being impeached) within three (3) weeks of receipt of the petition. At least three-quarters (3/4) of the active membership and all e-board members must be in attendance of the impeachment review. If this requirement is not met, the review must be rescheduled to a date within one (1) week of the original review. During the review, the list of charges shall be read by the presiding officer. If the e-board members enacted the impeachment, the e-board members must collectively present the case against the officer being impeached. If the general body enacted the impeachment, the member that presented the petition to the e-board must present the case against the officer being impeached. Afterwards, the officer being impeached has the right to defend themselves against all charges brought against them and may bring evidence or witnesses to support the defense. Following the defense, there will immediately be a vote by the attending members. The officer will be removed from his/her position should the impeachment pass with a three-quarter (3/4) vote. Otherwise, the officer shall resume their duties immediately.

#### **Section 4: Special Elections**

Upon impeachment of...

- a. The President: the Vice President assumes the Presidency position and a special election is held for Vice President within a one month period.
- b. Another officer: a special election will be held within a one month period.
- c. A special election is an open election to all active members and will be held during a General Body Meeting within a one (1) month period after the position is vacant.
- d. The newly-elected officer will take office immediately.

#### **Section 5: Resignation**

- a. If an e-board member chooses to resign, he/she shall have to submit a resignation letter to the Secretary.
- b. If the Secretary is resigning, he/she must submit their letter of resignation to the President.
- c. If the President chooses to resign, the Vice President must assume the position of President.
- d. If any of the other e-board members chooses to resign or has to assume the position of another e-board member, a special election must be held for that position within a one (1) month period.

### **Article XI-Definitions**

**Service Hour:** One (1) hour of work spent working on Robotics Team projects in or out of the Robotics Team Lab.

**Registered Undergrad:** A matriculated Stony Brook University student working towards an Undergraduate degree during the current academic year.

**Quorum:** A simple majority of all active voting members (one more than half).

**Lab Safety Meeting:** A tour of the lab and a review of the lab rules and guidelines.

### **Article XII-Amendments**

#### **Section 1: Process**

- a. Amendments to this constitution may be introduced from the floor and must be submitted to the Secretary in writing at a general membership meeting.
- b. The entire voting membership shall be notified in writing at least 5 business days prior to a vote on a proposed amendment.
- c. A two-thirds (2/3) vote of the active voting membership is necessary for the passage of an amendment.

### **Article XIII-Dissolution**

In the event of the dissolution of this organization, all accrued funds and assets shall revert to the Undergraduate Student Government.