

Robotics & Automation Society – University of Texas-Austin Chapter – By Laws
Revised May 14 2013

1. Members

- a. Members must be registered students.
- b. The amount of dues will be determined by the officers at the beginning of each fall term based on anticipated financial need.

2. Officers

- a. The duties of the Officers include organizing meetings, handling public relations, forming external affiliations, establishing the budget, securing and allocating funding, providing materials, and mentoring their successors through a record of their actions throughout their term.
- b. Full Year Positions. These are the offices which shall be held for both the Fall and Spring semesters. Special circumstances may arise in which case a position will need to be filled for the spring semester. In such a case, the officer may seek reelection for the fall, but it is not guaranteed.
 - i. President - The President shall be the representative of the Organization, and shall set the schedule for general and Leaders meetings and delegate duties to the various officers. The President will be the official point of contact for the University. The President is responsible for ensuring that all officers fulfil their duties, and complete them if the officer is unable to do so. The President shall also organize the elections of officers. The president will focus on the organization and is discouraged from holding a committee position. In the event that the President is unavailable to handle meetings or deal with conflicts that require immediate attention, an executive officer can substitute for the President.
 - ii. Vice President - The Vice President shall prepare and conduct activities for the organization such as setting up committees and assigning committee lead positions. The Vice President shall facilitate communication between the officers and to the general members, organize educational activities, such as tech talks and leader shadowing. The Vice President is in charge of regulating the code of conduct and maintaining a documentation of offenders.
 - iii. Treasurer - The Treasurer shall be in charge of keeping track of the budget. The Treasurer shall handle reimbursements, as well as keeping an updated document of transactions.
 - iv. Corporate Relations - The Corporate Relations officer shall set up and conduct fundraising activities that may include, but are not limited to, establishing corporate supporters, and other such events. The Corporate Relations officer should keep an updated document of contacts and maintain current contacts of the organization.
 - v. Outreach Coordinator - The Outreach officer shall organize community outreach sessions and maintain contact with both external and internal organizations. The Outreach officer has the ability to appoint or supervise website development for the outreach related sites or pages. The Outreach Coordinator shall coordinate initiatives such as mentoring high school robotics teams, other outreach events, etc.
- c. Single Semester Positions. These offices are to be elected each semester.
 - i. Secretary - The Secretary shall be responsible for reserving rooms for meetings and events, ensure that the RAS Bylaws and Constitution are reviewed and updated if the Officers decide to do so, at the time of each election, and the ordering club T-shirts. The Secretary shall also record important information during meetings and make these records available to all RAS

- members, and be in charge of keeping the calendar up to date.
- ii. Historian - The Historian shall be responsible for taking pictures and video at all RAS events and posting them to Flickr, or another similar multimedia sharing website. The Historian is responsible for updating the blog and censoring/editing blog posts about project updates. The Historian officer shall also submit articles to the Daily Texan and any other media sources for publicity.
 - iii. Webmaster- The Webmaster shall be responsible for managing the RAS website, as well as help with administering any other online services currently in use by the organization. The Webmaster shall be responsible for updating and maintaining online resources, including but not limited to the mailing list, the RAS Facebook page, the RAS Twitter page, and the Youtube account.
 - iv. Special Events Coordinator - The Special Events Coordinator shall organize at least three social events per semester, one of which must be an extended off-campus event or activity.
 - v. Representative Coordinator - The Representative Coordinator is the official SEC representative for RAS. The Representative Coordinator shall coordinate representatives from the pool of active leaders for other organizations, including but not limited to, IEEE, ACM, and ASME. The Representative Coordinator shall be responsible for ensuring the fulfillment of the duties by the leaders who volunteer for representative roles.
- d. Impeachment/Expulsion
- i. If an impeachment is necessary by the guidelines set in the constitution, the following procedure will be followed:
 - Leaders vote to send notification of impending removal from office
 - At the next leaders meeting after notification is sent, the person up for removal shall be given 2 minutes to defend their actions or inactions.
 - Leaders will vote anonymously, a majority in favor of removal results in instant removal.
 - ii. If a position is vacated, Leaders will appoint an interim officer. A full officer will be elected at the next general election.
 - iii. If a leader would like to anonymously request an impeachment process, the leader can email the Vice President, or President.

1. Leaders

- a. The Leaders shall be made up of the officers and others who have been full members for at least one semester and are appointed by current officers. This appointment shall be made by an anonymous vote resulting in a simple majority in favor of the appointment. There is no minimum or maximum number of leaders, but the group should be a good representation of the complete membership. A leader must work on at least one RAS project and should be heavily involved with the organization.
- a. The Leaders shall be involved in setting up activities, organizing committees, and making other decisions relevant to RAS, which are not designated as responsibilities of the Officers. The leaders shall make general decisions on a majority-wins basis. In the event that a majority among the Leaders cannot be reached, the faculty advisor shall cast a vote to end the deadlock, per restrictions stated below.

- a. At the first leader's meeting of every semester, the leaders will be reevaluated.
- b. Only Leaders can be granted full-time access to the RAS office and added to the "Leaders" e-mailing list.
- c. Leaders will be responsible for keeping the RAS office clean, and be a point of contact for the building manager.
- d. Leaders will be in charge of allocating yearly budget for RAS.

1. **Meetings**

- a. The Leaders shall decide general body meeting times and dates with input from the club members. The President shall bring the meeting to order and dismiss the attendees at the conclusion. Club members may suggest committees, discuss developments about robotics, give lectures or presentations, or carry out any other activity deemed suitable by the Leaders. Elections and voting shall also only be held during general meetings.
- b. There shall be private Leader meetings for planning and discussion purposes. The President shall bring the meeting to order and lead the discussion.
- a. Special Meetings
 - i. One of the first three general meetings shall be reserved for new members and recruitment.
 - ii. A special meeting for elections shall be held at the end of each long semester.

1. **Committees**

- a. Creation
 - i. The Leaders have the ability to set up committees to conduct activities, programs, services, and projects that the RAS will sponsor.
 - ii. A committee shall be created for each competition or other project which a RAS member is interested in pursuing. Committees may deal with the robotics competition, mentoring robotics, experimentation with robotics, or any other activity permitted by the Officers.
 - iii. To propose a committee, the member must contact the Vice President and present their proposal; if found adequate, the project team will be invited to attend the next Leaders Meeting for ratification. Following ratification, a leader will be selected or instated by the leaders to be the Committee Chair. Any number of people can form or join a committee.
 - iv. Only sponsored committees may carry the Robotics & Automation Society name. On-going projects may be retroactively instated as a committee.
- b. Funding
 - i. All committees, which request funding or sponsorship from the RAS, must be sanctioned by the Leaders. The Leaders may require that committee leaders fill out a form for approval.
 - ii. All committee chairs requesting funding from RAS must have Leader's approval. The committee chair must request funding at a leader's meeting, or send in a proxy from among the leaders.
 - iii. The Officers shall vote on how much funding to distribute to a particular committee. Funds cannot be spent without leader's approval, and all earning and expenditures must be properly recorded.
 - iv. Funds must only be used for parts, registration, or travel expenses. If additional funds are required, the committee chair must present at the next leader's meeting for either more funding or reimbursement.
- c. Continuation

- i. All existing committees involving a competition must strive towards completion until or unless the Leaders votes to drop the committee.
- ii. If funding for a committee has been accounted for in the yearly budget, the Leaders need approval from the Faculty Advisor to discontinue the committee.
- iii. Committee chairs will be responsible for updates on the project during general meetings, and setting up meetings for the committees if required.

1. Faculty Advisors

- a. The role of the faculty advisors shall be one that evolves over time and is defined by situation. The faculty advisors may advise the Leaders on decisions, give presentations at general meetings on topics related to robotics, or anything deemed appropriate by the Leaders and faculty advisors. The faculty advisors are considered to be members of RAS.
- b. Although the Leaders makes general decisions based on a consensus, deadlocks and ties can happen. In the event that a consensus among the Leaders members cannot be reached, the faculty advisors can cast a vote as a Leader to end the tie.

1. Code of Conduct

- a. Warnings
 - i. Any leader can issue warnings to members on good cause
 - ii. Warnings must be documented
 - iii. Warnings can be appealed by either the offending member, or another leader
 - iv. Following three warnings, their case will be brought to the next leader's meeting, where disciplinary action will be discussed.
- b. Suspension of Privileges
 - i. Following three warnings members may have their privileges temporarily or permanently revoked. These privileges include but are not limited to the use of RAS materials and facilities.
- c. Removal of Leader/Officer status
 - i. Refer to the impeachment clause
- d. Expulsion from RAS
 - i. In extreme cases voted on in a leaders meeting, all privileges will be permanently revoked, and will not be allowed in RAS facilities. A refund may or may not be provided, and their name added to a blacklist.
- e. Speech and Representation
 - i. No profane/vulgar material
 - ii. Be aware that your actions reflect RAS
 - iii. Clean up after yourself, keep the RAS office tidy and presentable.
- f. Safety
 - i. All members are required to attend a safety meeting at the beginning of every school year and sign a release waiver.
 - ii. Leaders are able to sign off on members who finish the safety briefing
 - iii. Non-members must sign a release/checkout form when borrowing tools