

Robotics & Automation Society – University of Texas-Austin Chapter – By Laws
Revised March 5, 2017

1. Members

- a. Full members must be registered students. They receive all of the benefits outlined in the Constitution. Full members shall pay their membership dues within the first five weeks of the semester. Failure to pay dues will result in loss of full membership and all rights and privileges thereof, including office and leadership.
- b. Associate members are those who do not meet the requirements to become full members, but show an interest in RAS. Associate members do not pay membership dues.
- c. 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 fulfill 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. The Vice President is in charge of setting up cleaning days and organizing projects that make the RAS office more

presentable such as fixing broken equipment/furniture and creating necessary displays.

- iii. Treasurer - The Treasurer shall be in charge of keeping track of the budget and the internal funds for RAS. The Treasurer shall handle reimbursements, as well as keeping an updated document of transactions. The Treasurer shall handle the purchasing of T-shirts and other general purchases.
 - iv. Corporate Relations - The Corporate Relations officer shall set up and maintain contact with corporate supporters, and coordinate tech talks with companies for general meetings. The Corporate Relations officer should keep an updated document of contacts and maintain current contacts of the organization.
 - v. Fundraising Coordinator - The Fundraising Coordinator shall set up and conduct at least one major fundraising activity in the UT community each semester. In addition, they are responsible for the completion of documents regarding the acquisitions of funds from Student Government and other UT organizations. They are also responsible for maintaining an alumni list and reaching out to alumni for donations.
 - vi. Outreach Coordinator - The Outreach officer shall organize community outreach sessions. 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, tabling and demoing robots at University functions, other outreach events, etc. Outreach Coordinator shall maintain and publish a list of all projected volunteer hours each semester; they shall also keep track of each leader's completed hours and have final say on any special circumstances pertaining to volunteering.
- 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 By Laws and Constitution are reviewed and updated if the Officers decide to do so, at the time of each election. The Secretary will be in charge of acquiring a design for the 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 maintaining record of RAS events and activities. This includes, but is not limited to, taking pictures and video at all RAS events and posting them to Flickr, and other multimedia sharing websites. The Historian is also responsible for

- updating the blog and censoring/editing blog posts about project updates.
- 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. They are also responsible for advertising these events to the RAS membership.
 - v. Representative Coordinator - The Representative Coordinator is the official representative for RAS for student run functions at UT and is responsible for maintaining contact with both external and internal organizations.
 - vi. Publicity Coordinator - The Publicity Coordinator is responsible for advertising RAS functions to the UT community. This includes overseeing flyering and additional publicity matters for RAS events including, but not limited to, general meetings, tech talks, and local competitions. They are responsible for maintaining the social media presence of RAS on websites such as Facebook and Twitter. The Publicity Coordinator shall also contact the Daily Texan and any other media sources for publicity.
- d. Impeachment/Expulsion
- i. If an impeachment is necessary by the guidelines set in the constitution, the following procedure will be followed:
 - 1. Leaders vote to send notification of impending removal from office
 - 2. 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.
 - 3. 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.

3. Leaders

- a. Leaders shall uphold the University of Texas at Austin's Honor Code, shall promote learning and safe practices among members, and shall maintain a

respectful and constructive atmosphere.

- b. 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.
- c. Prior notice must be given if a leader needs to miss a leaders meeting. Recurring absences from leaders meetings without prior notice may result in review for removal from RAS leadership. There must be a legitimate reason for missing meetings. Reasons such as "I have homework" are not valid reasons for missing leaders meetings. Valid reasons include family emergencies, traveling out of town, unavoidable work conflicts, etc.
- d. 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.
- e. At the first leader's meeting of every semester, the leaders will be reevaluated.
- f. Only Leaders can be granted full-time access to the RAS office and added to the "Leaders" e-mailing list.
- g. Leaders will be responsible for keeping the RAS office clean, and be a point of contact for the building manager.
- h. Leaders will be in charge of allocating yearly budget for RAS.
- i. Leaders shall participate in a minimum of three hours of RAS-sanctioned volunteer events per semester. Failure to complete service hours will result in removal of leadership for the following semester.

4. 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.
 - i. A notice must be sent out to all Leaders prior to every meeting, and a

quorum of half the officers must be met.

- ii. Leaders may decide on changes to the By Laws only in the duration of a Leaders meeting.

c. 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.

5. Committees

a. Creation

- i. Any RAS member may propose a committee by filling out the committee proposal form and submitting it to the Vice President. If the committee is approved, that member will become the committee head for that committee.
- ii. At the next leaders meeting, the leaders will take a two-thirds majority vote on whether to instate the committee based on feasibility, available resources, and the committee's value to RAS.
- iii. When the committee is instantiated, the leaders will decide on how much of the budget to allocate to the committee.
- iv.
- v. Only sponsored committees may carry the Robotics & Automation Society name. On-going projects may be retroactively instated as a committee.

b. Continuation

- i. All existing committees involving a competition must strive towards completion until or unless the Leaders votes to drop the committee.
- ii. Committee chairs will be responsible for updates on the project during general meetings, and setting up meetings for the committees if required.

c. Termination/Renewal

- i. If a committee is to be renewed, the new committee head must submit the committee proposal form.
- ii. If a committee head is unable to fulfill his/her responsibilities, the leaders will decide to either appoint a new committee head or disband the committee.

6. 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.

7. 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
- g. Borrowing
 - i. To borrow any items from RAS, one must have a safety waiver on file and complete the tool checkout form. A valuable item (such keys, graphing calculators, driver's license, etc.) will be kept as collateral and will be returned when the borrowed item(s) are returned to the office.
 - ii. Non-members are limited to borrowing items that have a value of \$5 or less, and items must be returned on the same day.

