

Autonomous Underwater Vehicle Team at Kennesaw State  
University Constitution



2021 – 2022

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### **Mission Statement:**

The Autonomous Underwater Vehicle Team was established to provide real world experience in robotics and engineering; to strive to take a systems engineering approach to the design, development, and deployment of an autonomous underwater vehicle; compete in an annual competition; and to promote teamwork and communication among team members and other individuals.

**Article I:**  
**Names and Purpose**

**SECTION 1 NAME**

This organization shall be known as the Autonomous Underwater Vehicle Competition Team at Kennesaw State University.

**SECTION 2 PURPOSE**

The purpose shall be the dissemination of knowledge of the theory and practice of all phases of electrical engineering, mechanical engineering, software engineering, and other allied fields, as well as the furtherance of the professional development of the student.

**Article II:**  
**Affiliation**

**SECTION 1- Kennesaw State University**

- I. This organization is a Registered Student Organization (RSO) at Kennesaw State University, but is not part of the University itself.
- II. In all correspondence and publications, it may refer to itself as an organization at Kennesaw State University, but not as part of Kennesaw State University itself.
- III. Autonomous Underwater Vehicle Team accepts full financial and production responsibility for all activities it sponsors.
- IV. Autonomous Underwater Vehicle Team agrees to abide by all pertinent Kennesaw State University policies and regulations, including the most current RSO Manual and Student Codes of Conduct. Where Kennesaw State University policies and regulations and those of RSO differ, the policies and regulations of Kennesaw State University will take precedence.
- V. Autonomous Underwater Vehicle Team recognizes and understands that the University assumes no legal liability for the actions of the organization.

**Article III:**  
**Officer Body**

**SECTION 1**

The management of the affairs of the Team shall be in the hands of the Officer Body, which consists of the duly elected Officers of the Team and appointed Leads. No one person shall hold more than one Officer position. With an exception for specific presidential appointment, no one person shall hold and Officer position and Lead position.

## SECTION 2

The Officer Body shall be the governing body of the team and shall transact all business it deems advisable. It shall do this by holding monthly meetings consisting of only the Officer Body to ensure the progression of the team.

**Article IV:**  
**Membership**

Members of all levels must maintain Good Academic Standing.

**SECTION 1 ACTIVE MEMBER:**

- A. Must maintain a cumulative GPA of 2.5
- B. May not miss more than three (3) General meetings or three (3) Team activities within one semester unless a reasonable excuse is provided.
  - I. A reasonable excuse is defined as work, doctor's appointment, class, or an emergency.
  - II. Proof must be provided in order for the excuse to be considered valid.
- C. If these requirements are not met, an Active Member will be reverted back to Member

**SECTION 2 INACTIVE MEMBERS**

- A. Are disqualified from holding Officer and Management positions
- B. Must remain in good Academic Standing with KSU.
- C. If these requirements are not met, an Inactive Member will be reverted to Probation Member.
- D. If an Inactive Member meets the requirements for Active Member, then they will be elevated to Active Member.

**SECTION 3 NEW MEMBERS**

- A. All new recruits start as new members
- B. If a New Member meets the requirements for Inactive Member or Active Member, then they will be elevated to Inactive Member or Active Member respectively.

**SECTION 4 PROBATION MEMBERS**

- A. After 3 months, a Probation Member who has met the requirements for Inactive Member or Active Member will be elevated to Inactive Member or Active Member.
- B. Will not be assigned primary positions on Team projects
- C. If a Probation Member remains a Probation Member and also fails to meet requirements for Inactive Member or Active Member for 6 months, they are removed from the Team.

**SECTION 5 REVIEW OF MEMBERSHIP**

At the end of the year, all members will submit their transcript to the President in order to ensure they are maintaining the qualifications appropriate for their membership status.

## **Article V: Officers**

### **SECTION 1 POSITIONS**

The Officers of the Team shall be President, Vice-President, Treasurer, Secretary, and Public Relations.

### **SECTION 2 ELIGIBILITY**

Only Active Members shall be eligible to hold office.

### **SECTION 3 TERM LENGTH**

The term of office shall ordinarily be one year and shall begin on the first day of class every Fall semester.

### **SECTION 4 ELECTIONS**

Elections of Officers for the upcoming year shall be held no later than the second to last meeting of Spring semester. The voting body shall consist of Members and Active Members. The candidate with the majority of votes will be appointed.

### **SECTION 5 REMOVALS**

If any Officer is not fulfilling his or her duties, the Officers and Faculty Advisers shall meet to determine whether such an Officer should be demoted. A simple majority of the Officers present is required to demote an Officer.

### **SECTION 6 OFFICER REPLACEMENT**

If any Officer position is vacant, an emergency election shall be held. The voting body shall consist of Active Members.



## **Article VI:**

### **Leads**

#### **SECTION 1 POSITIONS**

The Leads of the Team shall be an Electrical Division Lead, a Mechanical Division Lead, and a Software Division Lead. Other Lead positions can be created in the event a new Division arises.

#### **SECTION 2 RESPONSIBILITIES**

Handle the day-to-day operations of their respective divisions.

#### **SECTION 3 ELIGIBILITY**

Only Active Members shall be eligible to hold Lead positions.

#### **SECTION 4 APPOINTMENTS**

Only Active Members may be appointed as Leads by the Officer Body. The majority of the Active Member Body must agree to appoint an individual as a Lead. The Officer Body will form an application process for Leads.

#### **SECTION 5 REMOVALS**

If any Lead is not fulfilling their duties, the Officers and Faculty Advisers shall meet to determine whether such an Lead should be demoted.

#### **SECTION 6 LEAD REPLACEMENT**

If any Lead position is vacant, an emergency election shall be held. The voting body shall consist of Active Members.

**Article VII:**  
**Duties of Officers**

**SECTION 1 PRESIDENT:**

- A. Preside over all meetings of the Team.
- B. Hold regular meetings with the Officer Body and serve as chair.
- C. Arrange for the election of Officers on an annual basis.
- D. Ensure smooth transfer of information and materials to newly-elected Officers and arrange orderly transfer of Team records.
- E. Communicate frequently and openly with other Officers.

**SECTION 2 VICE-PRESIDENT:**

- A. Shall perform all functions of the Team President in the President's absence or upon the request of the President.
- B. Assist the President in holding Officers accountable to their respective responsibilities.
- C. Assist the President in ensuring that the Team's activities are conducted under the provisions of the current Team Constitution and Bylaws.
- D. Arrange for an orderly transfer of appropriate Team records to the incoming Vice-President.

**SECTION 3 SECRETARY:**

- A. Shall keep a record of Team activities and record the number of members at each meeting or activity.
- B. Carry on all communications necessary to the activity of the Team and ensure that all activities of the Team are in accordance with the Team Constitution and Bylaws.
- C. Maintain a Team membership roster and committee assignment lists.
- D. Be responsible for all Team correspondence.
- E. Post a calendar of events.
- F. Arrange for an orderly transfer of appropriate Team records to the incoming Secretary.
- G. Act as Reservation Delegate

**SECTION 4 TREASURER:**

- A. Maintain all appropriate Team accounts.
- B. Shall receive all income and pay all debts of the Team as authorized by the Officer Body and keep an account of all receipts and expenditures.
- C. Shall complete the year-end Financial Statements for inclusion in the Annual Report of Activities and prepare a budget for the Congress of Student Organizations.
- D. Prepare an annual budget and submit an annual plan of activities to the Student Government Association and Alumni Foundation.
- E. Receive bi-monthly financial reports from all Leads.
- F. Work with the President and Faculty Adviser to oversee all fundraising efforts.
- G. Arrange for an orderly transfer of all Team financial records to the incoming Treasurer.
- H. Be the sole contact for ordering supplies through Student Life.
- I. Provide a treasury report at every meeting that details income, outflow, and total balance.

**SECTION 5    MARKETING OFFICER:**

- A. Operate social media accounts and distribute flyers
- B. Publicize meeting times and locations.
- C. Attend and record activities and events of the organization
- D. Work at attaining sponsorships

**Article VIII:**  
**Meetings**

**SECTION 1**

The Team shall hold regular and special meetings at such places and times as designated by the Officer Body and Leads.

**Article IX:**  
**Lab Access**

**SECTION 1**

Lab access can be granted to Active Members at the discretion of the Officers and Leads.

**Article X:**  
**Advisor**

This organization shall always have a Faculty Advisor. The Advisor may advise organization leaders on any matters. However, decisions are not to be made by the Advisor. The Team shall provide status and progress reports and/or presentations to the Advisor. The Team is advised to support faculty members on a regular basis.

**A. Qualifications**

- a. Must be a full-time faculty or staff at Kennesaw State University

**B. Expectations**

- a. Act as liaison between the organization and KSU
- b. Advise team in regard to project management and organization

**C. Advisor Selection**

- a. It is up to the members of the team to help search for a new Advisor in the event that a current advisor steps down
- b. The decision on if a faculty member will become an Advisor for the Team will be put up to an unanimous vote by the current Leads and Officers.

**Article XI:**  
**Finances and Reimbursement**

**SECTION 1:**

- A. Only Active Members will qualify for travel-related reimbursement.
- B. Any Active Member, Inactive Member, or Probation Member is qualified for parts and material reimbursement pending approval by the President, Vice President, or Treasurer.

#### SECTION 2:

Only the President, Vice-President, and Treasurer may grant approval for use of funds.

### **Article XII: Regulations**

#### SECTION 1

- A. The Organization does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.
- B. The Organization will not practice any physical or psychological forms of hazing and our members are free to discontinue their membership without undue pressure or interference.
- C. The Organization agrees to abide by the policies of Kennesaw State University as well as all federal, state, and local laws. This Constitution, Bylaws, and any revisions or amendments must be approved by Student Life.

### **Article XIII: Amendments**

#### SECTION 1

The Team is empowered to adopt Bylaws, which are consistent with this Constitution.

#### SECTION 2

This Constitution may be amended by a two-thirds vote of Active Members present at two consecutive meetings. The vote must happen at the meeting immediately following the proposed amendment.

#### SECTION 3

This Constitution must be reviewed and renewed every year, concurrent with the Officer Elections.

## **Article XIV:**

### **Non-Discrimination Policy**

SECTION 1 – Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex, sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the Kennesaw State University Non-Discrimination Statement. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.