

CONSTITUTION OF

The Robotics Team of Rose-Hulman Institute of Technology

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be the Rose-Hulman Robotics Team.

Section 2: Purpose

The purpose of this organization shall be to provide an opportunity for Rose-Hulman students to participate in robotics research and development.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility

Any registered student of Rose-Hulman Institute of Technology is eligible to become a student member of the Team.

Section 2: Admittance

To be admitted as a student member, a student must attend a meeting of the Team and have an officer add his or her name to the membership list.

Section 3: Active Membership

An active member is a student member who shall have attended at least one-half of the advertised all-team meetings or one-half of any Sub-Team's meetings held during the current school year.

An active member of a Sub-Team is a student member who shall have attended at least one-half of that Sub-Team's meetings held during the current school year.

Section 4: Severance

Severance of membership is to be as follows:

Any member may sever his or her relations honorably at any time by submitting his resignation to an officer of the Team or by leaving the Institute.

Any member who shall have by his or her actions indicated that he or

she is no longer qualified to be a member of the Team may have his or her membership terminated by a three-quarters' vote of those present at an advertised meeting of the Team, provided the charges against him or her have been presented to him or her and he or she is given the opportunity of defending himself or herself at the meeting.

ARTICLE III: FUNDS AND DUES

Section 1: Dues

There shall be no entrance fee, no initiation fee, or periodic dues.

Section 2: Funds

The expenses of the Team shall be paid out of the allotment from the Student Fund as distributed by SGA, or per corporate sponsorship as may be available.

ARTICLE IV: OFFICERS

Section 1: Governing Board

The Governing Board shall consist of the officers of the Robotics Team and the Faculty Advisor(s).

Section 2: Officers

The Officers shall be:

- a. President,
- b. Vice President,
- c. Secretary,
- d. Treasurer, and
- e. Public Relations.

The Sub-Team Leaders shall be:

Each active competition or interest group shall have at least one sub-team leader assigned to it.

Section 3: Term of Office

The tenure of office for the officers shall be one school year and shall run from the first day of the fall quarter to the last day of the summer quarter of the following year.

Section 4: Removal of Office

An officer may be removed from office in the event that their duties are not fulfilled by a three-quarters majority vote with a quorum as

defined in Article VII, Section 4.

Section 5: Non-Elected Positions

The President, with approval of the Governing Board, shall have the authority to appoint additional officer positions as he or she sees fit.

ARTICLE V: DUTIES OF OFFICERS

Section 1: President

The President shall preside at all meetings of the Team. The president shall have the power to appoint committees, to direct the Team's activities, and shall be directly responsible for all projects the Team undertakes. The president shall represent the Team in its relations with any student activity or corporate parties. The President shall be responsible for training the President-Elect.

Section 2: Vice President

The Vice President shall assist and advise the President in leading the Team. The Vice President shall also be responsible for all Team equipment as well as laboratory space. In the event that the President is unable to perform his or her duties, the Vice President shall assume them. The Vice President shall be responsible for training the Vice President-Elect.

Section 3: Secretary

The Secretary shall keep minutes for all meetings. The Secretary shall be responsible for adding members to the appropriate email lists. The Secretary shall be the primary point of contact for interested students or new members. The Secretary shall also, at the Governing Board's discretion, be responsible for sending email reminders. The Secretary, in conjunction with the relevant Sub-Team Leader, shall be responsible for travel plans, contact information of all members attending the trip, and serve as a back-up emergency contact. The Secretary shall be responsible for training the Secretary-Elect.

Section 4: Treasurer

The Treasurer shall be responsible for all monetary transactions the Team makes. The Treasurer shall also keep records of all team transactions and the treasurer shall make such records and transactions available for examination as requested. The Treasurer shall be responsible for training the Treasurer-Elect.

Section 5: Public Relations

The Public Relations Officer shall be responsible for maintaining and updating the websites and social media. In conjunction with the President, the Public Relations Officer shall assist with student and corporate relations. The Public Relations Officer shall also be in charge of official team apparel. The Public Relations Officer will be held accountable for Team, Institute, and sponsor logos on the robots, apparel, and other items as necessary. The Public Relations Officer shall be responsible for training the Public Relations Officer-Elect.

Section 6: Sub-Team Leaders

The sub-team leaders shall be a technical lead and be responsible for their team or interest group. They are responsible for sending reminders for the sub-team meetings. They shall also be responsible for training and guiding the sub-team members. If relevant, the sub-team leaders must be aware of all competition rules and aim to provide a competition-ready platform. The assigned sub-team leaders shall be responsible for training their new successors.

ARTICLE VI: ELIGIBILITY AND ELECTIONS

Section 1: Eligibility

Eligibility for office holding is as follows:

To be eligible for election the candidate must be an active member and intend to remain a student at the Institute for the duration of their expected term of office.

No member shall hold multiple positions on the Governing Board.

The president shall not hold other officer positions.

To be eligible for the office of president, the candidate must have been a member of the Robotics Team for at least one full year.

Section 2: Election Date

The election of officers shall be held at an advertised all-team meeting the second Sunday of spring quarter.

Section 3: Nominations

At the election meeting, the members shall submit the names of at least two active members for each office.

Section 4: Elections

Each office shall be filled before the voting on the next named office begins. The officers shall be elected in the following order:

- a. President,
- b. Vice President,
- c. Secretary,
- d. Treasurer,
- e. Public Relations, and
- f. Sub-Team Leaders.

The election shall be conducted as follows:

1. Open nominations will be accepted from members.
2. Each candidate will be given a chance to speak.
3. The candidates will leave the room.
4. Open discussion will be held regarding the candidates.
5. Voting by secret ballot by active members of the Team (or in the case of Sub-Team Leaders, active members of that Sub-Team) will be led by the current President, or if he or she is a candidate, the next in the line of succession who is not a candidate.

ARTICLE VII: MEETINGS

Section 1: All-Team Meetings

At least one meeting shall be scheduled every regular week of the school year.

Section 2: Non-advertised Meetings

The President may call non-advertised meetings if necessary.

Section 3: Sub-Team Meetings

Each Sub-Team Leader may hold meetings of his or her Sub-Team as necessary.

Section 4: Quorum

For all meetings, one-half the total active membership shall constitute a quorum.

ARTICLE VIII: ADVISOR

Section 1: Selection and Term

The Advisor(s) of the Team shall be a member(s) of the faculty or staff of Rose-Hulman Institute of Technology selected by vote of the Team. The term of office of the Advisor(s) shall be indefinite and he or she shall continue to serve until his or her successor(s) shall have been elected at an advertised meeting of the Team.

Section 2: Duties and Powers

The Advisor shall act in an advisory capacity to give continuity to the Team's activities from year to year. The Advisor shall have the power to transact any urgent Team business between the end of one school year and the beginning of the next school year. The Advisor shall give two weeks' notice to the Team if he or she is no longer able to fulfill his or her duties.

ARTICLE IX: DISBURSEMENTS

Section 1: Authorization

In order to accomplish the purpose of this organization, the Team may spend its allotted funds to maintain and purchase equipment or materials as authorized by the Governing Board.

Section 2: Signatures

Any voucher for disbursement of organization funds shall require the signature and approval of the Treasurer.

ARTICLE X: AMENDMENTS

Section 1: Proposal

Amendments to this constitution may be proposed by any active member at any meeting of the organization.

Section 2: Ratification

The proposed amendment shall be voted upon at an advertised meeting of the Team following the posting of a copy of the amendment as required for notices of an advertised meeting. At least two-thirds of the votes cast must be affirmative for the adoption of an amendment.

Section 3: Record

An accurate record of the constitution, by-laws, and all amendments

shall be kept by the Secretary.

ARTICLE XI: ADOPTION AND REPEAL

Section 1: Adoption

This Constitution and Bylaws shall be considered adopted when and if a quorum of the entire active membership of the Robotics Team vote to adopt said Constitution at a meeting called for such a purpose.

Section 2: Repeal

Upon the adoption of this Constitution and Bylaws of the Robotics Team, all previous Constitutions and Bylaws, including any and all amendments thereon, thereto, or contained therein, shall be considered repealed and no longer in effect.