



Robotics Club

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Robotics Club of the University of Rochester, otherwise known as UR Robotics, and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

UR Robotics shall coordinate and house a collection of independent projects in the field of robotics, both competitive and noncompetitive, as well as educate its members on robotics concepts and applied engineering knowledge. In addition, any project in the greater scheme of embedded systems, computer-aided mechanical solutions, and autonomous software can be accepted under the purview of the group and provided with housing, educational support, and resources as determined necessary by the leadership of the organization.

ARTICLE III - MEMBERSHIP

SECTION ONE – MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection (CCC) site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - A person will be considered an active member if they attend 40% of project meetings for projects which they have joined. Absences will not be counted if they are appropriately communicated to the respective project leaders with a valid excuse of why they cannot attend any meeting. Active members have full voting rights at midyear elections and are eligible for executive board positions at that time.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position nor compete nor travel with the organization. Associate members are those who have opted to receive the club newsletter and emails via CCC. Associate members may join existing

projects, apply for new project funding, and use public club resources as approved by the Lab Coordinator.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus at least one current executive board (Eboard) officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.
- D. In the event of the President's absence, the tie-breaking vote shall fall to the next present Eboard officer, in the order of seniority given below.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President
- B. Vice President
- C. Business Manager
- D. Secretary
- E. Workshop Coordinator
- F. Fundraising Chair
- G. Outreach Chair
- H. Lab Coordinator

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and by-laws that apply to this organization.
- E. Either the President or Vice President must be present at all public functions.
- F. The President shall see that the high-level goals of the club are being pursued as well as be the primary leader of all club functions. The President should arrange and attend Eboard weekly meetings. In those meetings, the President should run a discussion about current requests, issues, and club goals. They should request relevant updates from each Eboard member to ensure that all officer duties are being fulfilled.
- G. The Vice President shall assist the President and stand in for the President at club functions in their absence. The Vice President will also be responsible for handling some responsibilities that the President delegates. Additionally, the

Vice President will be responsible for organizing project creation and project leader communication.

- H. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. All funding approval shall go through the Business Manager along with associated departmental advisors.
- I. The Secretary shall inscribe minutes from each Eboard meeting and be responsible for maintaining information flow between the Eboard and all active members of the club. They will compile a regular newsletter that lays out current goings-on of the club as well as other robotics-related opportunities on campus. The Secretary shall also manage all club social media accounts.
- J. The Workshop Coordinator will lead the planning and execution of workshops designed to teach robotics-related skills.
- K. The Fundraising Chair shall handle the club's fundraising efforts and will report to the Business Manager. The Fundraising Chair will be responsible for identifying, pursuing, and maintaining all fundraising and sponsorship opportunities for the club.
- L. The Outreach Chair shall be the default point of contact for all non-financial external communication for the club. Their responsibilities involve the outreach needed to make club events occur such as handling co-sponsorship requests, identifying relevant external event opportunities for the club, and communicating with event participants.
- M. The Lab Coordinator shall assist the Business Manager in deciding what components and equipment need to be ordered for use in projects or for the club. They shall also manage the repurposing of old club projects, keep club equipment in proper working order, and maintain an accurate inventory of club resources.
- N. Note that the Fundraising Chair, Outreach Chair, and Lab Coordinator are non-essential positions that may be elected by the Eboard as necessary to provide additional support for club functions.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Nominations may be made by any active member during the elections from the pool of active members. Active members may self-nominate. In the event a race is uncontested, an automatic victory will be assigned. However, Eboard members may elect to veto an automatic victory in extraordinary circumstances, provided this veto is supported by a majority of present active members. In this case, the Eboard position will be left vacant until a valid applicant becomes available. Ties will be broken by the highest ranking Eboard member not running for that position.
- B. **Term of Office** - A term of office will begin at the end of the academic year and will last until the end of the following academic year.
- C. **Timing of Elections** - Elections will be conducted in early March.

- D. Transition Period - A transition period will be in effect from the elections until the end of the academic year. The purpose of this transition period is to allow the new Eboard members time to be trained for their new officer position.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described above in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the active membership to pass the motion. Any member of the organization can call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week prior to the vote.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Robotics Club of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by UR Robotics. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The UR Robotics Club will abide by the nondiscrimination policy of the University of Rochester.

Bened Hedegaard

Signature of Confirmation
Bened Hedegaard
President, Robotics Club

5/6/2021

Date

Eden Thomas

Signature of Approval
Eden-Lyn Thomas

Chair, Student Organization Administration & Review Committee

5/7/2021

Date