

## **Preamble**

We, the enthusiastic students at the great University of Delaware, do hereby form and support the organization known as the Robotics Club for the purpose of applying engineering knowledge in real life applications, demonstration of leadership and teamwork when student organization presentation working in groups, and for increasing a sense of community and partnership between peers while striving for learning, education, and fun.

## **Articles**

**I. Name of the group** - This organization shall be known as the Robotics Club.

**II. Object of the organization** - The Robotics Club will provide opportunities for those interested in robotics to work on group projects, share ideas, and learn more about the field. Robotics Club will cultivate experienced students with both a broad knowledge of robotics and proficiency in relevant skill sets. These objectives must be accomplished in a way consistent with the talents and interests of its members to ensure that they enjoy and are fulfilled by their experience.

**III. Qualification/Criteria for selecting membership - Full time, matriculated undergraduate students** at the University of Delaware who agree with the purpose and object of this group and have legitimate interest in robotics (a major in a field pertaining to robotics automatically constitutes legitimate interest) are eligible for membership. There shall be no restrictions on the maximum size of the club, and no additional restrictions on membership eligibility.

**IV. Non-Discrimination Clause** - The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

**V. Duties and privileges of full membership** - Dues paying members who have attended at least 80% of all meetings and have participated in at least one project are considered full members. Special consideration may be given to members who have missed a significant number of meetings due to illness or academic/athletic/extra-curricular obligations. Dues may be waived in cases of equivalent donation of materials, exceptional services rendered to/for the club, or exceptional financial need. Special cases such as those outlined above are to be decided on by the club officers. Having met the above requirements, full members are entitled to the following privileges: voting, nomination, and candidacy rights in officer elections, voting rights in all club decisions, proposal of group projects, and any proposals/requests requiring club funding. Dues are collected to better support members in the form of trips, hardware, tools, contest fees, travel expenses etc.

## **VI. Other types of membership**

**Section 1: Honorary membership** - Faculty, alumni, graduate students, and others who are not full-time, matriculated undergraduate students at the University of Delaware may **NOT** vote, hold office, make officer nominations, count toward group membership, request funding, propose projects, nor influence the decision-making of the Robotics Club. Honorary members may attend meetings and club functions, give presentations, and contribute to group projects.

**Section 2: Partial membership** - Partial membership may be granted to students satisfying all qualifications of Article III but not Article V. Partial members may **NOT** hold office, make officer nominations, vote in officer elections, nor make proposals requiring

group funding. They are otherwise entitled to all privileges granted to honorary and full members.

VII. **Absence Policies** - Full members who do not satisfy the requirements of Article V may, at the discretion of the officers, be demoted to partial membership status.

VIII. **Policies and Procedures for Disciplining/Removing members** - Members of any status whose words or actions demonstrate are in direct conflict with any principles found herein, cause disruption during club meetings or functions, or repeatedly fail to uphold commitments are subject to discipline at the discretion of the officers. Forms of discipline may include temporary or permanent demotion or revocation of membership status. Members subject to discipline must be made aware of the intentions of the executive board in writing, and given a chance to defend themselves to the executive board. Disciplinary measures may be overturned by a majority membership vote as per Article XV.

IX. **Qualifications for Officers** - All Officers **MUST** be full time, matriculated undergraduate students at the University of Delaware with a **minimum** GPA of 2.25 and be planning to remain on-campus for the academic year in which they are serving. In addition, officers must be full members of Robotics Club during the semester in which they are elected and the academic year in which they serve.

#### X. **Officers**

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets.*) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The President is responsible for seeking out opportunities for group projects, competitions, and other events pertaining to Robotics Club.

**Section 2: Vice-President** - The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President are also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board.

**Section 4: Webmaster** - The Web Master shall be responsible for the twice-monthly upkeep of the Registered Student Organization web site and have it approved by the executive board. The webmaster is also responsible for the maintenance of a list of member email addresses as well as reminding members (via email) of regular meetings.

XI. **Election of Officers** - Regular elections are to take place once per year during the spring semester. For each officer position there must be at least one nomination from the current officers and at least one nomination from the members (they may be the same person). Nominations must be accepted before nominees are considered candidates. Voting will take place via electronic (e.g. email), secret ballots collected and counted by the President and confirmed by at least one officer. Nominations will occur during a meeting for which quorum has been established (Article XVIII) and the nominees announced to all full members of the club (via email if necessary). Voting will take place between meetings, and the results will be announced during the following meeting. Only full members and officers are allowed to vote (see Article V). Newly-elected officers

assume their new role at the end of the spring semester.

**Section 1: Procedure for Disciplining/Removal of Officers** - Grounds for removing officers include, but are not limited to: actions or words in direct conflict with any principles outlined herein, negligence of duties, blatant disrespect for any member regardless of membership status or actions in direct conflict with decisions for which a formal vote was collected. Punishments may consist of permanent removal of officer status and/or revocation of club membership. Officers subject to disciplinary measures must be notified (in writing) in advance and given a chance to defend themselves to the rest of the executive board. Punishment will be decided by a majority vote of officers and full members during a meeting for which quorum has been established as per Article XVIII.

**Section 2: Resignations** - Officers must make their intention to resign known to the rest of the officers at least two weeks prior. Notice of resignation must be in the form of an email or written notice submitted to all other officers concurrently. The resigning officer may help train their replacement, but the responsibility is assumed by the remaining officers.

**Section 3: Officer Transition** - Elections should be held at least six weeks prior to the last day of regular classes in order to allow time for training of the new officers. Each officer is responsible for training the new officer of the same title/position. New officers are required to read the constitution in order to understand the principles and philosophy of Robotics Club. Training will consist of introducing new officers to Activities and Programs Office staff and resources relevant to the duties of their position.

**Section 4: Filling Officer Vacancies** - Officer vacancies, regardless of the cause, are to be filled by the same nomination/election procedure outlined by Article XI. New officers will assume their position on the day election results are announced and will be trained on the job.

XII. **Meetings** - Meetings will occur a *minimum* of twice per month. Officers are expected to attend all meetings, as are full members. All meetings will be announced via email by the one of the officers (see Article X Section 4). At least one officer must meet with the club's advisor at least once per month.

XIII. **Dues** - The policies, activities, and finances of Robotics Club are subject to the control of the majority of its voting, dues-paying membership. Dues are to be announced at the first meeting, along with the benefits of paying dues, and collected no sooner than the third meeting. Partial members may opt to pay dues at any time to become full members provided that they meet the attendance requirement in Article V. Dues may be paid in the form of cash or check.

XIV. **By-Laws** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A membership majority vote as per Article XV is required to approve or change by-laws.

XV. **Procedures for decision-making** - Decisions for which this article applies include but are not limited to those concerning: all club purchases, special (non-regular or mandatory) club meetings, club trips, group projects requiring funding, and club rules or policies. A decision must be proposed during a meeting for which quorum has been established as per Article XVII. Such proposal must be given reasonable time for discussion, and then put to a vote. A simple majority vote of all members present (excluding honorary members) by show of hands is sufficient for a decision to be made. In the event of a tie, a majority vote of full members including officers will decide the outcome. Should the vote remain tied, the decision will be tabled for a later meeting pending further discussion and another round of voting.

XVI. **Selection of an Advisor** -The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. An advisor should be actively involved in a field related to robotics. The advisor will have no obligations other than to meet with an officer at least once per month, and should serve to guide the officers in whatever way is appropriate and/or necessary.

XVII. **Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of the Robotics Club should the group become defunct.

XVIII. **Quorum** - At least 51% of full members and two officers must be present at a meeting in order for business to be conducted or decisions to be made.

XIX. **Rules for Ratifying the Constitution** - Approval of changes to the constitution requires a simple majority vote of full members and officers during a meeting for which quorum has been established as per Article XVIII.

XX. **Rules for amending the Constitution** - Adding articles/sections to the constitution requires a 2/3 vote of full members and advance notice to all members of the proposed changes.

XXI. **Safety Policy**- Any member, regardless of membership status, may not participate in activities for which he or she is not certified. This includes, but is not limited to: soldering, using power tools, working with high voltage/current electrical systems, or machining parts. It is the duty of the executive board to inform students about the club's safety policy, provide opportunities for students to obtain safety certification, and to enforce safety policy. Any member who is involved in potentially unsafe activities such as those outlined above must sign and complete a liability waiver.

Signatures: JB

President: \_\_\_\_\_

Vice President: Keith Elliott

Activities & Programs Staff: Marsha Decker

Date: 9/30/11