

Robotics Competition Team Operational Rules

Article I: Name

The name of this organization shall be "Missouri University of Science and Technology (Missouri S&T) Robotics Competition Team" which hereafter shall be referred to as the "Team."

Article II: Purpose

The purpose of this organization shall be to:

1. Promote technological advancement and knowledge of mechanical, computer, and electrical.
2. Apply and expand Team members' knowledge of classroom concepts to the multidisciplinary field of robotics
3. Promote the name and reputation of the Missouri University of Science and Technology on a national level through participation in robotic design competitions and public outreach programs.
4. Encourage support of the Team by Missouri S&T
5. Familiarize members with product development, marketing, and business skills through self-administration of business duties necessary to run the Team
6. Promote technical and interpersonal skills that will prepare members for leadership roles in industry
7. Promote interdisciplinary cooperation in advancing quality designs of competitive robots.

It shall be the duty of the Team to ensure the following:

1. Participate in robotic design competitions.
2. Promote the University and sponsors of the Team nationally through participation in competitions and advertisement of achievements.
3. Assist in the design, manufacture, and testing of robots.
4. Members vote on subjects concerning the Team as a whole.

Article III: Membership

The membership shall consist of undergraduate and graduate students who are currently enrolled at Missouri S&T and meet all University requirements for student organizations, Professors of the University, and community members.

Section A. Active Member Status

Active Member status shall consist of the member having paid dues and currently an undergraduate Missouri S&T student. Active members have the right to vote, hold office, and bring motions before the Team. All Active members shall also be responsible for participating in at minimum one (1) fund raising activity – Phonathon, Adopt-A-Part, etc. – in the course of the academic year. An Active member must attend at least four (4) Team meetings – General, Officer, or Division – every month. Active members who do not meet such requirements will be reduced to Non-Active Member Status.

Section B. Non-Active Member Status

Non-active member status shall consist of the member having paid dues and is currently a Missouri S&T student. Non-active members do not have the right to vote or hold office, but shall have the right to bring motions before the Team. Non-active members who achieve the requirements necessary for Active member status shall immediately be given Active membership status.

Section C. Associate Member Status

Associate Member status shall be given to members that do not pay dues. Associate Members will consist of the Team Advisors, graduate students, faculty, and staff. Associate members do not have the right to vote or hold office, but shall have the right to bring motions before the team. People shall be given status of Associate Member pending a majority vote of the Officers at an Officer meeting.

Section D. Community Member Status

Community Member Status shall be given to members of the community that wish to be active in the group. Community Members do not have the right to vote or hold office, but shall have the right to bring motions before the team. People shall be given status of Community Member pending a majority vote of the Officers at an Officer meeting.

Section E. Team Member Academic Requirement

The Team shall follow the SDELC Team member Academic Requirement as adopted by the Student Design and Experiential Learning Center- Advisory Board given formal recognition by the Student Design and Experiential Learning Center- Advisory Board.

All student members of a recognized SDELC student team shall maintain a minimum academic standard as approved by the SDELC Advisory Board. Students shall maintain a GPA of no less than 2.0 cumulatively overall as well as Missouri S&T cumulative. In addition all student members shall receive no less than a GPA of 2.0 for a previous regular academic semester (Fall and Spring) to join or to continue to participate on a recognized SDELC student team.

Section F. Method of Dropping Members

A member that is deemed unproductive, disruptive, or detrimental to the image of the Team may be excluded from the membership by a two-thirds (2/3) majority vote of the Active members. Before the vote is to be carried out, said member shall be given an opportunity to present a defense before the Team. If the vote to exclude is successful, the member will be immediately expelled from the Team. The member shall forever be barred from the Team, unless three-fourths (3/4) of the total active membership allows reinstatement.

Section G. Reinstatement Policy

Non-active members may petition the officer core to regain active member status with or without

stipulation at any time during the current academic semester. A simple majority vote of the Officers at an Officer meeting shall be required for Team member reinstatement. Petitions may be submitted personally or electronically preceding the next available Officer meeting.

Section F. Student Discipline

The Team shall authorize the SDELC Advisory Board to implement student disciplinary action following the SDELC Student Discipline Process as adopted by the Student Design and Experiential Learning Center – Advisory Board given formal recognition by the Student Design and Experiential Learning Center – Advisory Board.

Article IV: Officers, and Advisors

Section A. Titles of Officers and Requirements of Officer

The officers of this organization shall include President, Vice President, Treasurer, Secretary, Public Relations Representative, and the Division Leaders. All Team Officers must be Active Team members.

Section B. Advisors

The Team shall have at least one advisor. It shall attempt to include an Advisor from each of the disciplines primarily involved in robotics. The Team shall nominate candidates for advisors from the Missouri S&T staff. Upon Approval by the Team, these members shall be instated as advisors to serve until replaced. Advisors shall attend at minimum two (2) Team meetings – General or Officer – per semester. Advisors shall be considered as Associate Members.

Section C. Advisor Removal Process

The Team shall follow the SDELC Advisor Removal Process as adopted by the Student Design and Experiential Learning Center- Advisory Board given formal recognition by the Student Design and Experiential Learning Center – Advisory Board.

Section D. Duties and Responsibilities of Officers

Subsection 1. President

The President will be responsible for all of the Division Leaders. The President shall preside over Team and Officer's meetings, delegate duties to other officers, and supervise Team deadlines. The President shall also be responsible for setting team deadlines and goals. The President shall have the power to call special meetings, create Team policy in lieu of a Team vote, and appoint interim Officers until an election can be held.

Subsection 2. Vice President

The Vice President will be responsible for the Team's relations with the Design Center in regards to Safety. The Vice President shall be the Team's liaison between the Team and the Shop Safety

manager of the Student Design and Experiential Learning Center. The Vice President shall also be in charge of all Team travel and/or any off campus functions that do not fall under the jurisdiction of the Public Relations Representative (Subsection 4). The Vice President shall perform all Presidential duties in the absence or incapacity of the President.

Subsection 3. Treasurer

The Treasurer shall be responsible for all Team finances. The Treasurer shall be responsible for Team purchases, collection of dues, and other fiscal liabilities. The Treasurer shall be responsible for establishing a Team budget and maintaining proper, current fiscal records. All Team purchases are the responsibility of the Treasurer beginning with the order, online or otherwise, until the delivery of the merchandise to the Team.

Subsection 4. Secretary

The Secretary shall be responsible for maintaining general Team records that do not fall under the jurisdiction of the Treasurer (Subsection 3). This shall include, but not be limited to, minutes of general Team and Officer's meetings, Team membership records, Team and Inter-Team correspondences, and Liability Forms.

Subsection 5. Public Relations Representative

The Public Relations Representative shall be responsible for promoting the Team and University on and off campus and Team fund raising. These duties shall include with the help of a Public Relations Committee, but not be limited to, the organization of public relations events, publication of Team newsletters at least once a semester, collection and organization of Team fund raising, and correspondences with Team sponsors.

Subsection 6. Division Leaders

Division Leaders shall be responsible for the functioning of their respective disciplines on the Team. The Division Leaders shall be responsible for their respective deadlines, delegating tasks to team members under their supervision, and weekly reports of progress at both General and Officer's meetings. The Division Leaders shall be directly accountable to the President.

Subsection 7. Undetermined Duties

All duties not specifically outlined in the preceding subsections shall be the responsibility of the President to either perform or delegate. Should an Officer not be able to perform their allotted duties, their responsibility shall default to the Officer directly preceding the position in the above subsections.

Section E. Filling of Officer Positions

Subsection 1. Elections

All Officers with the exception of Division leaders shall be placed in office through the following election process: Officer elections shall be held during the last quarter of regular classes of the Spring Semester at a General Team meeting. Nominations are to be opened by the President at least one week prior the elections. Elected Officers shall assume their duties one day after Commencement for the Spring Semester or Competition should it occur between semesters, whichever event occurs at the latest date. The election shall be through a caucus procedure, unless two (2) or more Active members object, in which case a secret ballot shall be taken. Elections shall be administered by the Secretary unless the Secretary is a candidate in the election. In such a case the election shall be administered by an appointed Team member with present membership approval. Said Team member shall be appointed by the President at a meeting prior to the actual election and may not administer an election in which said member is a candidate. A simple majority vote shall be required to elect an Officer. Special elections shall be conducted in the same manner excluding a) the date the election is held and b) the Officer elect shall immediately assume their duties.

Division Leaders shall be elected through a majority vote of the current Officers and Officer elects one week after elections during the Spring Semester. Candidates for Division Leaders shall be nominated by Active Team members prior to Division Leader selections. Division Leaders shall assume all duties pertaining to their offices and full Officer status at the conclusion of the second Officer meeting of the Fall semester.

Subsection 2. Term of Office

Team officers shall serve one year barring extenuating circumstances as deemed sufficient by the current Team President.

Subsection 3. Midterm Vacancies

In the event that an office is vacated before term is finished, the vacant office shall be filled as follows:

- 1.** If the Presidential office is vacated, the Vice-President shall assume his/her duties as interim President. The Team membership shall be informed of the opening at or before the next general team meeting. The elections to choose a permanent President shall be held at the following general Team meeting.
- 2.** In the event than any other Office is vacated, the President shall appoint an interim Officer. The Team shall be informed of the vacancy at or before the next General Team meeting. A special election to fill the vacant position shall then be held at the following General Team meeting.

Subsection 4. Officer Transition Period

After officers have been elected during the last quarter of regular classes of the Spring Semester at a General Team meeting there shall be a transition period lasting from the time of elections until one day after Commencement for the Spring Semester or Competition should it occur between semesters, whichever event occurs at the latest date. During this transition period the officer elects will act as assistants to the current elected officers and help the current elected officers in their responsibilities. The officer elects will also attend the officer meetings so as to get acquainted to the government of the Team. The purpose of this transition period is to help the officer elects come in with enough knowledge of the position to be able to fulfill their responsibilities.

Article V: Meetings

Section A. Times and Places of Meetings

Regular and special meetings shall be held at such times and places as the Officers may delegate, however, at least one meeting per calendar month during the academic year must be called.

Section B. Quorum

The quorum necessary for the transaction of business shall at regular meetings be one half (1/2) of the active members of the team, and must include either the President or Vice-President. There shall be no quorum requirement for special meetings (those meetings required to address specific subjects outside the regular meeting times).

Section C. Operating Procedure

Unless conflicting with this Constitution or the by-laws, the latest edition of Robert's Rules of Order shall be used to govern the proceeding of general Team meetings.

Article VI: Dues

The Team shall be required to collect dues set by the Officer core at the beginning of the semester. Team dues shall be collected at the fourth official Team meeting of each semester or at time of joining from all members by the Treasurer.

Article VII: Amendments

This Constitution may be amended at any time by a three-fourths (3/4) majority vote of the active membership, provided that the amendment shall have been proposed at least one General Team meeting prior to the time of voting. Amendments must be submitted in written form. The Student Affairs Committee and the Academic Council or designated representative must approve all amendments.

Article VIII: By-Laws

The Team shall adopt by-laws as necessary to fulfill the responsibilities and goals of the Team. By-laws must be submitted in written form. A simple majority vote at a general Team meeting is required to approve or suspend a by-law. Amendment or revocation of a by-law requires a simple majority vote at a general Team meeting. A copy of the proposed by-laws shall be forwarded to the Office of Student Affairs for review and approval.

Article IX: Ratification

This Constitution shall go into effect immediately upon ratification of three-fourths (3/4) of the total membership and approval by the Student Affairs Committee and the Academic Council. Upon ratification, this constitution shall supersede any other constitution previously in effect.

Article X: Compliance Statement

The Team shall at all times adhere to all rules and regulations of the University of Missouri, the University Student Code of Conduct, and all State and Federal laws. In addition, team members shall act in a manner which will reflect positively on the Missouri University of Science and Technology.

The Team and its members must also at all times adhere to all SDELC policies and procedures, and team constitution and by-laws.