

# VEX U Cyber Robotics Club Constitution

Created: March 15, 2024

Ratified: March XX, 2024

**Article I: Name**

The name of this organization shall be “VEX U Cyber Robotics Club”.

**Article II: Purpose**

The purpose of the VEX U Cyber Robotics Club is to foster an innovative and inclusive environment where students can explore and enrich their skills in robotics, engineering, problem-solving, and logistics through participation in VEX Robotics. Our club aims to provide opportunities for members to develop and expand soft skills in professional communication, strategic thinking, and leadership. Engaging in hands-on projects with collaborative interdisciplinary engineering, expanding STEM (Science, Technology, Engineering, and Mathematics) education, and representing Iowa State University at competitions are core objectives of the VEX U Cyber Robotics Club. We aspire to cultivate a passion for robotics and a community dedicated to advancing their knowledge and capabilities, as well as contributing to the advancement of others', in robotics, administration, and soft skills not offered in classrooms.

**Article III: Statement of Compliance**

VEX U Cyber Robotics Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. VEX U Cyber Robotics Club agrees to complete the President's and Treasurer's training annually.

**Article IV: Non-Discrimination Statement**

Iowa State University and VEX U Cyber Robotics Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

**Article V: Membership**

The goal of VEX U Cyber Robotics Club is to encourage an exciting and competitive involvement in robotics for any student at Iowa State University. The expectations and eligibility of a member in the club are outlined below:

### Section 1: Eligibility

Membership in the VEX U Cyber Robotics Club is open to all currently enrolled students, faculty, and staff who have an interest in robotics, engineering, and related fields, regardless of their level of experience or expertise.

1. The club welcomes individuals from diverse backgrounds and disciplines who are committed to fostering an inclusive and collaborative learning environment.
2. To become a member, individuals must express their interest in joining the club by attending meetings, participating in club activities, and adhering to the club's constitution and bylaws.
3. Members must pay dues by the end of their first month in the club.
4. Members must maintain a minimum 2.0 GPA.
5. There are no discriminatory criteria for membership, and all members are afforded equal opportunities to participate in club activities, events, and leadership roles.

### Section 2: Responsibilities

As a member of the VEX U Cyber Robotics Club, there are expectations and responsibilities that must be held by all members, regardless of position or experience.

1. Members are expected to actively contribute to the club's goals and objectives by sharing their knowledge, skills, and resources.
2. Members are expected to uphold the values of teamwork, respect, and professionalism at all times.
3. Members are expected to attend club meetings, participate in club-sponsored events and competitions, and engage in continuous learning and skill development.
  - a. If a member wishes to attend the VEX U World Championship with the club, they must have attended at least one prior competition in that season.

### Section 3: Removal of Members

The VEX U Cyber Robotics Club reserves the right to revoke or suspend membership privileges for individuals who engage in conduct that is detrimental to the club's mission, values, or reputation. The process for removing a member from the club will follow the same steps of removing a project manager, as outlined in Article VI Section 7.

## **Article VI: Officers**

The primary purpose of the officers of the VEX U Cyber Robotics Club is to assist in the management and smooth operation of all tasks within the club. These positions, their group and individual responsibilities are outlined in the following sections:

### Section 1: Titles

There are two tiers of leadership within the VEX U Cyber Robotics Club. Executive council members, and project managers. The primary role of the executive council is to run the club, while the goal of the project managers is to ensure that specific projects are completed.

### Section 2: Eligibility

Each member looking to gain an officer position must fulfill the following criteria in order to be eligible for a leadership position:

1. Have and maintain a GPA of 2.0
  - a. The individual must have a GPA of 2.0 the semester prior to and during when they are serving their term.
  - b. A candidate must have maintained a GPA of 2.0 for at least one semester before running for a position.
2. Be enrolled as at least a half-time student at Iowa State University.
  - a. This rule should be waived for undergraduate and graduate students who have fewer than six or four credits respectively to complete their degree program.
  - b. This rule should be waived for students taking one semester off for financial reasons, an internship, or co-op if it is agreed upon unanimously by the rest of the executive council that they are fit to fulfill their duties as non-student
3. Be in good standing with Iowa State University.
4. Be in good standing with the VEX U Cyber Robotics Club as determined by the executive council.
5. Has been a member of the VEX U Cyber Robotics Club for at least one semester prior to an election.
  - a. This can be overruled if the position is vacant and the executive committee approves of the candidate.

### Section 3: Executive Council Individual Roles and Responsibilities

In our organization there are six executive members that make up the executive council. This is the primary governing body and is responsible for maintaining the structure and integrity of the organization. Each of the members of the organization and their duties are outlined below.

1. President - The primary role of the president is to organize and oversee the leadership within the VEX U Cyber Robotics Club. Their specific duties are as follows:
  - a. Leads the executive council and facilitates communication between them.
  - b. Schedules, plans, and organizes all of the necessary executive meetings in order to ensure and fulfill continuity between the executive council.
  - c. Maintains the direction of the club's goals by checking in with the executive members and ensuring that their respective teams are focused and on track.
  - d. Organizes general meetings for the entirety of the club to learn and understand the current standing of the club and its future goals.
  - e. Handles all official communication between the club and the university.
  - f. Organizes meetings with professional organizations to further the growth of individual's skills within the club.
  - g. Organizes outreach opportunities with local school districts
  - h. Managing meeting spaces for various technical, executive, and general meetings.
  - i. Managing student organization page
  - j. Ensures they, the treasurer, and the advisor has completed the university student organization training yearly.
  - k. Cannot take on other leadership roles within the club to ensure that a balanced demeanor is maintained between the robotics and outreach divisions of the club.
2. Vice President - The role of the Vice President is to assist the President in all of their tasks, and to facilitate the technical tasks of the VEX U Cyber Robotics Club. Their specific duties are as follows:
  - a. Organizes all technical meetings regarding software and hardware development within the club.
  - b. Serves as leader of the robotics division of the club, managing all project leads working on the development and creation of the robot(s).
  - c. Takes on the President's role in their absence at meetings should they be unable to attend.
  - d. Supports the President with his tasks should they need any assistance in maintaining the club's tasks throughout the school year.
  - e. Maintains and updates constitution should any changes need to be established on the official document.
  - f. Oversees robotic division and serves as the President's liaison to the robotics project leads, keeping them up to date with the current state of the club.



- i. Maintains organization/cleanliness in the workspace.
  - j. Cannot take on other executive leadership roles within the club to ensure that a balanced demeanor is maintained between the different branches of the club. However, they can take on the role of a project leader within the robotic end of the club.
5. Communications Director - The role of the Communications Director is to act as the face of the VEX U Cyber Robotics Club through their outreach to the community, continual engagement with the club, and management of all social media accounts. Their specific duties are as follows:
  - a. Manages all social media accounts run by and for the club.
  - b. Manages member recruitment at club fests and wherever deemed appropriate by the club and university.
  - c. Keeps an accurate record of meeting notes for all events at general, executive, and outreach meetings.
  - d. Works directly with the President for any communication with professionals and other organizations.
  - e. Supports the Treasurer with any outreach related tasks, and takes over for them should they be absent to an outreach meeting.
  - f. Cannot take on other executive leadership roles within the club to ensure that a balanced demeanor is maintained between the different branches of the club. However, they can take on the role of a project leader within the outreach end of the club.
6. Competition Director - The role of the Competition Director is to ensure that the competition side of the VEX U Cyber Robotics Club is always being considered and managed. Their specific duties are as follows:
  - a. Manages REC account
  - b. Plans and compiles trip itineraries for every competition
  - c. Handles all university paperwork for a competition, making sure to have all necessary documents ready for completion by the due dates.
  - d. Responsible for the reservation and planning of any necessary food and/or sleeping arrangements for every competition.
  - e. Organizes all individuals throughout the course of an event, making sure that before, during, and after the event all tasks are completed on time.
  - f. Cannot take on other executive leadership roles within the club to ensure that a balanced demeanor is maintained between the different branches of the club. However, they can take on the role of a project leader within the club in either the outreach or robotic branches, though they are limited to one position.

#### Section 4: Executive Council Responsibilities

While each of the individual responsibilities are important, the primary goal of the executive council is to work together in an effort to run the club as smoothly as possible. Together, the body shares several responsibilities that are integral to the VEX U Cyber Robotics Club's continuation. The duties of the council are as follows:

1. Act in the best interest of the VEX U Cyber Robotics Club
2. Uphold the constitution
3. Modify and amend the constitution if necessary
4. Share information happening across the robotics and financial sides of the club.
5. Meet at a minimum once a month in person during the fall and spring academic terms
6. Assist the President in planning for upcoming general and specific team meetings.
7. Create timelines and expectations for future goals, deadlines and projects
8. Work with the treasurer to manage finances and suggest potential future purchases.
9. Determine the necessity of project manager positions, and elect members to those positions.
10. Removal of officers as outlined in Section 6.
11. Should a vote need to be taken for any matter, each member of the council is granted the power of one vote. If this vote should result in a tie, the president's vote will become the tiebreaker.

#### Section 5: Project Managers

The role of these positions are more loosely defined than the previous positions. Each of these positions serve to help the team run more effectively, while taking unwanted pressure off of the other executive positions. All of these positions can be filled by members fulfilling executive positions above as long as it is permitted in their description. None of the roles are required to be filled in a season, but are rather determined at the discretion of the executive council as stated above in Section 4. Additional project manager roles may be added as needed. Potential roles and their responsibilities are as follows:

1. Mechanical Lead - Leads members in the designing and manufacturing of the physical components of the robot(s).
2. Electrical Lead - Leads members in the creation and integration of electrical components for the robot(s).
3. Marketing Lead - Leads members in financial endeavors, working to seek out new situations to benefit the financial situation of the team.
4. Documentation Lead - Leads members in the creation of a new engineering notebook each season.



5. Web Lead - Leads members in the creation and maintenance of the team's website.
6. Software Lead - Leads members in the creation of code required to control the robot manually and autonomously.

### Section 6: Election Process

Each year the club shall undergo an election process through which they will elect and reelect members of the executive council and project managers. In order to be eligible for election, the candidate must fall under all eligibility criteria listed above in Section 2. The normal election process will take place yearly at a general meeting in the month of March before spring break. An election can happen at any time under the unanimous consensus of executive council members.

The newly voted executive council members will learn from the the current members in the role as duties and responsibilities are transferred.

1. Election of the executive council
  - a. The process will start with the reelection of current executive council members. If the member of the council gets a majority of the votes of all in attendance of the meeting, then they are to keep their position.
  - b. Starting with the President and working their way down the list, each empty position is to be filled with a candidate receiving a majority of the votes by the members present.
  - c. If there is to be a tie, the position will be moved to the end of the order and the rest of the council positions will be filled until it circles back to that position, where there will be another vote.
    - i. If that vote is to still be tied after that, the newly elected members of the executive council will serve as a tiebreaker, determining the candidate, with the President getting the final say should the executive council's vote also result in a tie.
    - ii. If the President is the candidate, the vice president shall be the tiebreaker vote
2. Election of project managers
  - a. After the conclusion of the election of the executive council, members are then selected by the new executive council to fulfill the required project manager roles.
  - b. Each candidate must fall within the eligibility criteria outlined in Section 2, and must not fall under any of the exclusions outlined in Section 3.
  - c. A project manager must be elected by the executive council with a two-thirds majority vote.
  - d. Project managers can be added at any time as deemed necessary

- e. Should a project manager role not be deemed necessary, it will stay vacant until deemed necessary.
- f. Multiple members may be elected to fulfill the same managerial role during the transferal of leadership, or if more than one project manager is needed for the role.

### Section 7: Removal of Officers

If an officer in the club harms the club, attacks a member, or does any other offense to the club, the executive council holds the right to remove the officer in question. The process for doing so must be as follows:

1. Any member of the club may write a demand for impeachment and deliver it to the President regarding any wrongdoing of officers in the club.
  - a. If the President should be the officer in question, this written demand must be brought to the Vice President.
2. After the demand has been issued, a special executive council meeting will take place regarding the matter through which the matter will be discussed and acted upon with priority going to the first written demand submitted.
3. Should a project manager need to be removed from their position for any reason deemed necessary for the good of the club, they can be via a two-thirds majority vote of the executive council.
4. Should a member of the executive council need to be removed from their position for any reason deemed necessary for the good of the club, they can be via a majority vote of the executive council, where they are not allowed to vote.
5. In order for either of these votes to take place, the executive council must have made a reasonable effort to include the officer in question, so that they may plead their case.
  - a. If the officer in question is unable to attend for an academic reason, the vote must be postponed.
  - b. If the officer in question is unable to attend for any other reason, the executive council is allowed to proceed with the vote.
6. Once an officer has been removed, the election of a new officer to fill their position will occur at the next general meeting, following the election process outlined in Section 6.

### **Article VII: Advisors**

The VEX U Cyber Robotics Club shall be advised by faculty or staff members of the college who are appointed by the club's executive board by majority vote and who are approved by the appropriate college authorities. The advisor(s) shall serve as a mentor and resource for the club,

providing guidance, support, and oversight to ensure the club operates in accordance with college policies and regulations.

### Section 1: Duties

1. The advisor(s) shall attend club meetings regularly, offering advice and assistance to club members as needed.
2. The advisor(s) shall collaborate with club leadership to facilitate club activities, events, and initiatives, and to promote the club's mission and goals within the college community.
3. The advisor(s) may also assist with administrative tasks such as budget management, event planning, and communication with college administrators and external organizations.
  - a. However, the final decision-making authority shall rest with the club's executive board and membership.
4. The advisor(s) shall perform a semesterly budget audit with the treasurer and President.
5. The advisor(s) shall uphold the values and principles of the college and act in the best interests of the club and its members at all times.
6. If the advisor(s) are unable to fulfill their duties for any reason, a temporary or permanent replacement shall be appointed by the club's executive board, subject to approval by the appropriate college authorities.
  - a. If the executive council finds an advisor to be incapable of fulfilling their duties, they may meet to discuss the termination of an advisor and their duties. If the executive council and advisor(s) come to an agreement regarding changing the of the advisor(s), the council shall then move forward with finding a replacement.
  - b. Should an advisor feel like they are unable to continue advising the club, they should issue an eight-week notice to the executive council during the academic term. If the advisor finds a replacement to take their place, the advisor may issue this notice two weeks before leaving the position, provided the executive council approves of their replacement.
7. The advisor(s) are allowed to serve for as long as they wish. No term of service will be enforced on advisor(s), they can exit and enter the club as they please, as long as they follow the procedure outlined in Article VII, Section 1, Part 6, Subpoint B.

### **Article VIII: Finances**

The VEX U Cyber Robotics Club is committed to responsible financial management and stewardship of its resources, ensuring that funds are used efficiently and effectively to support the club's activities and enhance the educational experience of its members.

### Section 1: Management of Funds

1. The VEX U Cyber Robotics Club shall maintain its finances in accordance with college policies and regulations governing student organizations.
2. The club's financial activities shall be overseen by the club treasurer, who shall be responsible for managing the club's funds, maintaining accurate financial records, and preparing financial reports as required.
3. The club treasurer shall present regular financial reports to the club's executive board and membership, providing transparency and accountability regarding the club's financial status and expenditures.
4. The club treasurer shall work closely with the club advisor(s) and college administration to ensure compliance with all financial policies and procedures.
5. Any expenditures made on behalf of the club must be approved in advance by the club's executive board.
6. The club treasurer shall maintain receipts and documentation for all expenditures and adhere to college guidelines for reimbursement and record-keeping.

### Section 2: Procurement of Funds

1. Funding for the club may be obtained through various sources, including but not limited to, student activity fees, fundraising events, sponsorships, and donations.
2. All funds received by the club shall be used exclusively for club-related activities, events, and initiatives that align with the club's mission and goals.
3. Each year, the treasurer will collect dues from every member of the club.
  - a. The dues shall not exceed \$30 per semester.
  - b. Dues shall be collected by the third general meeting of the semester.
  - c. The executive council shall establish semester dues at the first executive council meeting of the year by a majority vote.
4. All funds will be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or an institution approved by the Campus Organizations Accounting Office.
  - a. Funds must be deposited within 48 hours of collection.
  - b. An advisor within the organization must approve and sign each expenditure before payment.

### Section 3: Sponsors/Donors Roles and Responsibilities

1. Sponsors/Donors of the VEX U Cyber Robotics team are to:
  - a. Provide support to the team in a variety of means, such as:
    - i. Donating materials used for the fabrication of robots.
    - ii. Donating money for organization expenditures.

- iii. Providing discounts for their products.
- iv. Providing expertise and knowledge in the field of robotics.
- b. Set expectations for what they would like the team to achieve.
  - i. If they would like to meet midway through the year to reset these expectations then they need to provide two weeks' notice to all executive members so that we have ample time to prepare.
  - ii. While the goals of the sponsor are important, it should be understood that their goals do not surpass the primary goals of the VEX U Cyber Robotics team.

## **Article IX: Amendments and Ratification**

As time moves forward and the needs of the VEX U Cyber Robotics Club shift, the need to change and amend the constitution may become necessary. The steps for doing so are outlined below:

### Section 1: Proposal of an Amendment

Any member may propose an amendment to the Constitution by submitting the proposed amendment in writing to the club's executive board prior to a general meeting.

### Section 2: Ratifying an Amendment

1. This Constitution may be amended in two different ways
  - a. A two-thirds majority vote by the executive council in which all members of the council are present, and the amendment has been discussed by the membership at a general meeting.
  - b. A majority vote at the general meeting after the ratification was proposed in which two-thirds of all active members within the club were present and the amendment has been discussed.
2. These ratifications will only proceed if the proposed amendment(s) have been submitted in writing to all members at least two weeks prior to the vote and the matter has an opportunity to be discussed by all members at a general meeting.
3. If an amendment is to be repealed, it can be done so through a vote made by either the general membership or executive council following the guidelines to ratify an amendment.

### Section 3: Following Ratification of an Amendment

1. Upon approval of an amendment by the club membership, the amended Constitution shall take effect at the start of the next general meeting of the club.

2. All members shall be notified of the changes to the Constitution promptly through the manner of email.
3. Once ratified, this Constitution shall supersede any previous versions and shall remain in effect until amended or repealed in accordance with the procedures outlined herein.
4. The amended constitution must immediately be submitted to Student Engagement upon its ratification by the executive council.