**Robotics Club Constitution**

**Lone Star College-CyFair**

**Article I Name**

The name of this organization shall be Robotics Club.

**Article II Purpose**

The Robotics Club aims to create a supportive environment for college students to learn a range of STEM skills to drive them to succeed in future pursuits. Special attention is given to involving underrepresented groups, including women and other minority classes. The club promotes a team atmosphere of friendly competition and sportsmanship. A wide variety of disciplines will be covered, including (but not limited to) Computer Science, IT, Animation, CAD, Marketing, Electronics, Science, Engineering, and Media Production. This club is a starting point for competitive robotics and will not require prerequisite knowledge.

**Article III Membership**

Section 1: Any registered student (full or part-time) at Lone Star College-Cy-Fair who is in good standing with the College and fulfilling the membership requirements of the organization may be a member.

Section 2: Membership Requirements: N/A

Section 3: In order to guarantee equal rights for all members of the Lone Star College-Cy-Fair student body, equal opportunities shall be afforded all students without regard to race, color, national and/or ethnic origin, religion, creed, gender, marital affiliation, sexual orientation, age, citizenship, nationality, veteran status, or physical disability.

Section 4: Classification: Active, inactive, alumni, honorary, etc.

Section 5: Privileges of membership: All members may attend meetings, workshops, speak, hold an office, etc. Voting privileges will be restricted to Lone Star College-Cy-Fair students who are members of the organization.

**Article IV Officers and Advisors**

Section 1: Officers: President, Vice President, Secretary, Event Coordinator, Treasurer, and Club Outreach Officer

Section 2: Qualifications for holding office: All officers must be current Lone Star College-Cy-Fair students in good standing with the College.

Section 3: Length of Term: 1 school year.

Section 4: Duties of President:

1. Leads club to achieve its goals for the year.
2. Leads officer meetings and members meetings.
3. Serves as the spokesperson for the organization.
4. Manages official club paperwork.
5. Sends out club updates/information/reminders to officers and/or members via email.
6. Calls special meetings.
7. Maintains contact with Club Advisor.
8. Maintains contact with other clubs with whom Robotics Club may be in collaboration.
9. Selects participants for robotics competition based on merit and participation along with the Vice President and the Secretary.

Section 5: Duties of Vice President:

1. Assumes the duties of the President in the absence of the President.
2. Constructs the format and presentation for members meetings.
3. Deals with internal affairs and conflicts within the club.
4. Sends out reminder message for officer meetings.
5. Serves as a representative at functions.
6. Maintains contact with other clubs with whom Robotics Club may be in collaboration.
7. Performs other duties as directed by President.
8. Selects participants for robotics competition based on merit and participation along with the President and the Secretary.

Section 6: Duties of Secretary:

1. Consults the members responsible for engineering notebook for the competitive team(s).
2. Keeps detailed notes and photographs for use in the engineering notebook(s).
3. Records the minutes of members meetings.
4. Assists the President and Vice President in selecting participants for robotics competition. Shares notes about individual member contributions from each workshop to select based on merit and participation.
5. Except in certain unforeseen circumstances, or if the Secretary fails to do his/her job properly, this officer is assumed to be an automatic participant in a team competition with their duty being to maintain the engineering notebook.

Section 7: Duties of Event Coordinator:

1. Sends out all event related information to club members via email.
2. Assists President in official event related paperwork.
3. Keeps track of events on or off campus in relation to the club and presents all event related information during members meetings.
4. Organizes events and field trips details with assistance from President and Vice President.
5. Maintains a record of all club and officer members and their participation.
6. Takes roll at each meeting/workshop, shares details with Secretary for records.
7. Works with Club Outreach Officer for marketing.

Section 8: Duties of Treasurer:

1. Maintains a constant and accurate record of all club financial transactions and budget.
2. Executes any and all purchases.
3. Prepares annual budget and budget request with President.
4. Maintains contact with Club Advisor regarding all financial matters.
5. Prepares purchase forms and supply requests.
6. Coordinates fundraising.

Section 9: Duties of Club Outreach Officer:

1. Keeps a record or history of the club’s activities and achievements during the year.
2. Assists with member recruitment, promotes the team in a positive light, and exhibits team spirit.
3. Attends most, if not all, club related events in order to photograph club activity.
4. Maintains a photograph inventory for club, shares with Secretary for record keeping & engineering notebook.
5. Manages and keeps up to date all social media accounts.
   1. Authorizes any questionable social media content that may not accurately represent the club through the President.
6. Coordinates marketing efforts, including flyers, as determined by Event Coordinator.

Section 10: Should a vacancy in any office occur, it shall be filled by special election.

Section 11: Duties of Club Advisor(s):

1. Assists the officers in maintaining required club documentation.
2. Maintains contact with President.

**Article V Elections**

Section 1: Time of Elections: Last meeting of the spring term.

Section 2: Election Procedures: Candidate receiving a simple majority will be declared the winner.

Section 3: Run-off Election Procedures: The President will vote to break a tie.

Section 4: Recall: A petition of two-thirds of the total number of members shall be cause for a recall election. The offense must be in writing and submitted by a member. A recall election shall be held at the next regular business meeting after presentation of the recall position and shall be conducted as a special election. Recall will recall a favorable vote of two-thirds of the voting membership.

**Article VI Meetings/Communication/Other Requirements**

Section 1: The time, date, and place of officer and members meetings and workshops shall be determined by the officers at the beginning of the semester prior to the first members meeting.

Section 2: Frequency of members meetings/workshops: Twice a week.

Section 3: Frequency of officer meetings: Once a week. Special meetings called by the President are not considered mandatory officer meetings.

Section 4: It is mandatory that every officer attends every officer meeting and members meeting. An officer acquiring up to two absences from either the officer meeting or the members meeting will result in a discussion of impeachment.

Section 5: Officers must maintain frequent contact and respond to all club related texts or emails within 24 hours.

Section 6: At least one officer must attend every Student Government Association (SGA) meeting. Officers may alternate who attends SGA.

**Article VII Finances**

Section 1: Fiscal Operating year is September 1 – August 31; same as the College.

Section 2: There are no membership dues for this organization.

**Article VIII Committees**

Standing and special committees will be appointed as needed.

**Article IX Amendments**

Section 1: Proposed constitutional amendments shall be presented to the organization in writing, one meeting before it may be voted on.

Section 2: Approval by two-thirds of the voting members present at a regular meeting shall pass a proposed change. The change shall be put into effect immediately unless otherwise stipulated in the amendment, and after approval from the Director of Student Life.

Section 3: A copy of any alteration to this document must be filed in the Office of Student Life.

**Article X Ratification and Enactment**

This constitution shall become the official governing document of the organization, upon ratification by a two-thirds majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-Cy-Fair.