**Robotics Club Constitution**

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| Article I | **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 made to involve 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, Media Production. This club is a starting point for competitive robotics, and will not require prerequisite knowledge. Team competition participants are chosen by merit, based on active involvement in the club.  |
| Article II | **Name** Robotics Club |
| 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/ASection 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, Club OutreachSection 2: Qualifications for holding office: All officers must be current Lone Star College-Cy-Fair students.Section 3: Length of Term: 1 School year.Section 4: Duties of President: 1. Lead club to achieve its goals for the year.
2. Lead 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 whom we may be in collaboration with.
9. Selects participants for robotics competition based on merit and participation along with 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 whom we may be in collaboration with.
7. Performs other duties as directed by President.
8. Selects participants for robotics competition based on merit and participation along with president, and the secretary.

Section 6: Duties of Secretary:1. Consults the members responsible for engineering notebook for the competitive team(s).
2. Keep detailed notes and photographs for use in the engineering notebook(s).
3. Records the minutes of members meetings.
4. Assists 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 event and field trips details with assistance from President and Vice President.
5. Coordinates events and field trips.
6. Maintains a record of all club and officer members and their participation.
7. Takes roll at each meeting/workshop, shares details with secretary for records.
8. Works with Club Outreach officer for marketing.

Section 8: Duties of Treasurer:1. Maintain 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 advisor in regards to all financial matters.
5. Prepares purchase forms and supply requests.
6. Coordinates fundraising.

Section 9: Duties of Club Outreach:1. Keep 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, exhibits team spirit.
3. Attend most, if not all, club related events in order to photograph club activity.
4. Maintain a photograph inventory for club, share with secretary for record keeping & engineering notebook.
5. Manage and keep up to date all social media accounts.
	1. Authorize any questionable social media content that may not accurately represent the club through the President.
6. Responsible for 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. |
| Article V | **Elections** |
|  | Section 1: Time of Elections: Last meeting of the Spring termSection 2: Election Procedures: Candidate receiving a simple majority will be declared the winner. Section 3: Run-off Election Procedures: What happens in the event of a tie? Tie-breakSection 4: Recall: A petition of (i.e. one-third, one-half) 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 require a favorable vote of (i.e. 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 of any officers must attend every Student Government Association (SGA) meeting. Officers may alternate who attends SGA.  |
| Article VII | **Finances** |
|  | Section 1: Fiscal Operating year (September 1 – August 31; same as college)Section 2: There are no membership dues for this organization. |
| Article VIII | **Committees**Section 1: Standing Committees will be appointed as needed |
| Article IX | **Amendments** |
|  | Section 1: Proposed constitutional amendments or changes 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.Section 3: A copy of any alteration to this document must be filed in the Office of Student Activities |
| Article X | **Ratification and Enactment** |
|  | Section 1: This constitution shall become the official governing document of the organization, upon ratification by a 51% majority vote of the membership, and approval and acceptance by the appropriate recognizing body of Lone Star College-Cy-Fair. Amendments and ratification to the constitution should require the same vote percentage: 51% |