

# Rice Robotics Club Constitution

Last Revised Wednesday, August 19th, 2020

## **Name**

The name of this organization shall be “Rice Robotics Club.”

## **Mission Statement**

We, as members of the Rice Robotics Club, share a passion for robotics. We believe robotics projects provide invaluable hands-on experience to complement the theoretical knowledge we acquire in classes. Designing and building robots strengthens our creativity and teaches us how to manage our own projects, work on teams, and reach new heights of innovation.

## **Purpose**

The purpose of this organization shall be:

1. To compete as a Rice University team in robotics competitions around the United States and to promote robotics as a science
2. To develop robotics projects for chosen clients, including Rice faculty, students, and other individuals
3. To help club members develop their own leadership talents
4. To promote robotics as a field by inspiring others

## **Primacy of the Student Association**

This organization shall recognize the primacy of the Student Association Executive Branch, the Student Senate, and ultimately, the Student Association.

This organization will follow the Student Association Constitution and By-Laws and any associated rules and regulations.

This constitution and any bylaws or policies adopted by this organization are subordinate to the Constitution of the Student Association.

## **Membership**

There shall be three classes of members: student members, partial members and honorary members. All current students of Rice University shall be eligible for student membership.

At no time shall fewer than half of the organization’s members be student members.

Only student members who are not on Disciplinary Probation or otherwise prohibited from holding office in a registered student organization shall be eligible to seek and hold office.

All others that are enrolled in another nearby academic institution shall be eligible for partial membership. This membership includes all privileges except for voting, advancing motions, and holding office.

By a majority vote, honorary memberships may be granted. Honorary members shall have none of the obligations of membership, but shall be entitled to all the privileges of membership except of voting, of making motions, and of holding office.

Should a member of the organization act in a manner unbecoming of the organization the member may be called before the officers and sponsor of the organization to present their side of the story. After hearing their take, the officers and sponsors may vote to remove the member. A majority vote and support of the sponsor are required for removal. The member will be notified of their removal either in writing or by phone within 48 hours of the decision.

## **Dues and Club Funds**

All funds gathered by the organization must be deposited into a club account through the Office of Student Activities within one business day of their receipt.

Only officials stated in this constitution have authority to use the funds available for the club. The sponsor shall refer to the relevant University office(s) any member reasonably suspected of spending club funds without authority, failing to deposit club funds appropriately, or otherwise misusing or abusing club funds.

## **Officers**

The officers of this organization shall be a President, a Vice President, a Treasurer, and a Secretary. In the case of two candidates for Presidency, they may choose to operate as Co-Presidents, with both adapting and fulfilling the duties of the President. **In the case of a lack of applicants, officers may hold multiple positions as long as no one position is neglected.** The officers shall perform the duties listed in this constitution and in the parliamentary manual adopted by this organization.

Officers shall be elected from the student members. Officers shall serve until a replacement is elected. Elections shall be held at a regular meeting at least once per year, in April.

Should an officer of the organization act in a manner unbecoming of the organization or fail to uphold their duties as outlined by this constitution, the officer in question may be called before the other officers and sponsor of the organization to present their side of the story. After hearing this, the officers and sponsors may vote to remove the officer. A 2/3rds vote and support of the sponsor are required for removal. The officer will be notified of their removal either in writing or by phone within 24 hours of the decision.

## **Duties of the Officers**

### **President:**

- Oversee all meetings and organization of club
- Maintain proper timelines for projects and overall club activities
- Promote new membership and head direction of club
- Ensure club is fully compliant with Student Activities
- Register club for events throughout the year
- Update Constitution at the beginning of term
- Attend regular meetings with Sponsors and Faculty Mentors

### **Vice President**

- Assist President on any of his/her duties
- Attend regular meetings with Sponsors and Faculty Mentors
- Serve President's role in their absence
- Ensure other officer positions and club subteams are meeting their responsibilities

### **Treasurer**

- Maintain a correct balance of the organization's funds
- Manage the organization's funds
- Present a budget to the membership no later than November 1
- Make available, when requested, a current breakdown of the organization's income and expenses.
- Attend meetings with Faculty Mentors

### **Secretary**

- Send out emails for meeting reminders

- Respond to emails to [riceroboticsclub@gmail.com](mailto:riceroboticsclub@gmail.com)
- Organize and maintain listserv
- Assist President and Vice President with any tasks
- Maintain and organize inventory of all club materials
- Serve Vice President's role in their absence

### **Historian**

- Take pictures of robots and meeting activities
- Document club's progress
- Update social media
- Organize documents produced by club

### **Team Lead**

- Lead a team of members on their project
- Guide members with their experience
- Ensure that team members follow safety procedures
- Communicate with other Team Leads and officers

### **Meetings**

Regular meetings of this organization shall be held at a time and place that is convenient and safe for the membership. **If no place is easily available or safe to all members, meetings shall take place through online means.** The membership may, at its discretion, change the time or place of meeting. Regular meetings shall be held at least monthly. A reminder shall be given between 24 and 48 hours in advance of each regular meeting.

Special meetings may be called by any member of the Executive Committee. The purpose of the meeting shall be stated in the call. At least 48 hours notice must be given for special meetings.

15% of the student members shall constitute a quorum.

The rules regarding electronic communication in the parliamentary authority shall be followed, unless this organization acts to make special exemptions.

The members of the Executive Committee are expected to attend all meetings.

## **The Executive Committee**

The officers shall constitute the Executive Committee.

The Executive Committee shall have general supervision of the affairs of this organization between its regular meetings, make recommendations to the membership, and perform other duties listed in this constitution. The Executive Committee shall be subject to the orders of this organization, and none of its acts shall conflict with action taken by this organization. As such, the Executive Committee shall be authorized to spend this organization's funds.

The Executive Committee shall select its own time and place of meeting.

## **The Faculty/Staff Sponsor**

The Faculty/Staff sponsor shall be selected at a regular meeting by a majority vote of voting members present. The Faculty/Staff sponsor must meet the training criteria set by Student Activities. The Faculty/Staff Sponsor shall serve until a replacement is selected. The Faculty/Staff sponsor must be a faculty or staff member of Rice University. Any updates to the club Faculty/Staff sponsor must be made through Student Activities.

If the sponsor resigns, is replaced, or is otherwise unable to continue serving as the sponsor for the remainder of the academic year, the organization shall select a new sponsor and notify the Office of Student Activities of the change within 15 class days.

## **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order this organization may adopt.

## **Titles and Section Headings**

The article and section headings contained in this constitution shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this constitution

## **Nondiscrimination Policy**

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

## **Anti-Hazing Policy**

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

## **Conflict of Interest Policy**

The business of this organization shall not be conducted in any manner that creates a conflict of interest or the reasonable appearance thereof.

## **Approval of Contracts**

No commitments or contracts shall be made by any member of this organization on behalf of this organization without the approval of both the sponsor and a majority vote of the Executive Committee.

## **Constitutional Amendments**

Amendments approved by the membership shall be submitted to the Student Association Parliamentarian. Amendments may not take effect until they are approved by the Parliamentarian or the Student Senate in accordance with the Constitution of the Student Association. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of approval by the Parliamentarian or Senate.