

Constitution of the Carnegie Mellon Robotics Club

- Article I. Name
- Article II. Purpose
- Article III. Membership
- Article IV. Membership Status
- Article V. Officers
- Article VI: Advisor
- Article VII: Finances
- Article VIII: Terms and Definitions
- Article IX: Rules
- Article X: Amendments and Ratification

Article I. Name

1. The name of this organization shall be the Carnegie Mellon Robotics Club, hereinafter referred to as Robotics Club or Club.

Article II. Purpose

1. Our purpose is to serve as a safe and fun workspace for Carnegie Mellon students to pursue their interests in all forms of making, with a focus on robotics.
2. The Robotics Club abides by and supports established Carnegie Mellon University policies, State and Federal laws.

Article III. Membership

1. Member Qualifications and Responsibilities
 1. Membership shall be open to all registered students and staff at Carnegie Mellon University. The Robotics Club does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, pregnancy or related condition, family status, marital status, parental status, religion, ancestry, veteran status, or genetic information.
 1. Up to Ten percent of the membership may be comprised of students and faculty from other universities. This percentage can be changed at the discretion of the Officer Board.
 2. The responsibilities of a member shall include respecting the Robotics Club's and members' property, attending general body meetings, paying dues, and following the Robotics Club's fiscal policies.
 3. Any member who wishes to use a tool or facility deemed restricted by the Officers (potentially including, but not limited to, Machine Shop, Laser Cutter, and 3D Printers) must be trained and certified by an Officer.
 4. Members are free to work on any project of their own choosing, including, but not limited to, personal, research, thesis, or commercial projects. Work on any such project must abide by the Robotics Club rules, and permission to use the Club resources for said project may be revoked by an Officer at any time with no notice.
 5. Reasonable Person Clause: Don't be an idiot.
1. Dues
 1. All members of the Robotics Club must pay dues set by the Officers.
2. Membership Entitlements

1. Dues paying members are entitled to:
 1. A free Robotics Club T-Shirt
 2. Write access to appropriate sections of the website.
 3. Access to the Robotics Club when a senior member or Officer is present.
 4. Use of the Shop, pursuant to Article IV, 2.4.
3. Membership Termination
 1. Membership may be revoked by a three-fourths vote of Officers.
 2. Any member or Officer may request a vote on any member. To bring the vote to Officers, another Officer must second this request.
 3. If needed, any Officer may temporarily suspend membership until the next Officers meeting when the member will be brought up for a vote.
 4. It is left to the Officers' discretion to determine what constitutes a reason for membership termination. Membership may be revoked because of, but not limited to, any of the following:
 1. Stealing of any Robotics Club property. This includes food.
 2. Endangering a member or oneself because of improper use of tools, carelessness, horseplay, or using a tool without proper certification.
 3. Using another person's work or materials without permission.
 4. Damaging Robotics Club property without informing an Officer. This includes damaging shop tools without informing an Officer.
 5. Violating Robotics Club's Rules (Article IX).
 6. Violating space access and club usage

Article IV. Membership Status

1. Criteria
 1. Any member may hold one or multiple of the following Membership Statuses, provided all prerequisites are met.
2. Membership Status, Privileges, and Responsibilities
 1. Officers
 1. Have all of the privileges and responsibilities of Members and Senior Members.
 2. Have additional responsibilities detailed in Article V.
 2. Senior Members
 1. May use the Robotics Club without another Member present.
 2. Are responsible for correcting any inappropriate actions of other Members.
 3. Eligible to apply for keycard access.
 3. Members
 1. May only use the Shop when an Officer is present.
 2. May use the Club when a Senior Member or Officer is present.
 3. Have additional responsibilities and requirements detailed in Article III.
 4. Shop-certified
 1. May be an Officer, Senior Member or Member.
 2. May use all Shop tools said member is certified for *as decided upon the completion of their training.*
 5. Shop-certifier
 1. Must be an Officer.
 2. Must be Shop-certified.
 3. May certify others to use shop tools said member is certified for.
 4. Assist in teaching the Shop Certification classes with the Shopmaster.

6. Project leaders
 1. Must be an Officer or Senior Member.
 2. Have additional responsibilities detailed in Article IV Section 4.
7. Emperors for Life
 1. Must be a past Executive Officer for at least a year.
 2. Have no responsibility or authority in the Robotics Club.
 3. Like all alumni, are encouraged to donate to the club according to their means.
8. Lords for Life
 1. Must be a past Officer for at least a year.
 2. Have no responsibility or authority in the Robotics Club.
 3. Like all alumni, are encouraged to donate to the club according to their means.
3. Approval for Membership Status
 1. All members begin as Members.
 2. To become an Officer, see Article V, Section 2.
 3. Members may be considered for Senior Member status by a request made to the Officers. Typically, one must have been an active member of the club for at least one year to be approved. Alternatively, members may attain Senior Member status by reciting a poem they have written at an Officer meeting. The Officers will then take a vote and award membership on the basis of the poem's heartfelnness.
 4. To become a Shop-certifier one must submit a request to the Shopmaster. The request will be discussed at the subsequent Officer meeting, after which, the Shopmaster will either accept or decline the request.
 5. To become Shop-certified, one must refer to the current guidelines of how to become certified on a shop tool as determined by the Shopmaster.
4. Responsibilities of Project Leaders
 1. Responsible for all project resources and adhering to all fiscal policies detailed in Article VII, Section 4.
 2. Presiding over regular project meetings.
 3. Updating the project's webpage on the Robotics Club website.
 4. Delegation of fiscal or other responsibilities to any project member.
 5. Ensuring that the project stores all materials in the designated area and keeps the Robotics Club work areas clean after use.
 6. Reporting to the Project Liaison on a regular basis. Reports should include project meeting times and progress.
 7. Submitting monthly progress updates to the Project Liaison, suitable for use in advertising material such as newsletters or blog posts.
 8. Ensure that club projects adhere to the following requirements:
 1. Club projects shall follow the RoboClub constitution.
 2. All club project members shall pay dues within one month of joining a club project.
 3. RoboClub's logo shall be on club projects, and in the fashion of a top-level sponsor.
 4. Club projects shall have RoboClub sponsor logos (and sized by tier).
 5. All club projects shall send at least one representative to RoboClub-sponsored recruiting/publicity events.
 6. In the event that a club project wishes to leave RoboClub:
 1. The intent must be delivered to the officers in writing at least two weeks in advance. This intent must include a date when the project will "formally" leave the club.

2. The project must remove its resources/materials from the club space within one week of leaving the club.
3. The project agrees to relinquish all remaining RoboClub-allocated funds with a spending freeze in effect immediately after the written notice is submitted. Any funds raised by the project itself (via fundraisers, sponsorships/donations, etc.) can be transferred to a new account once the project has one available.
7. Major club project meetings (on the scale of general body meetings and subsystem meetings) shall be added to the RoboClub calendar. Club-wide events and internal roboclub officer meetings (this includes event planning such as Red Robot) take priority when reserving the club space.
9. Must submit a "proposal" containing goals for the end of the academic year and a rough itemized budget with justification.
 1. For new club projects, this must be submitted before the club project is formed
 2. For existing club projects, this must be submitted every year before the Fall semester starts.
10. Agree to a reduction/repeal of club-offered funding, or termination of the project should violations of these rules occur (exact consequences determined by the officer board).
5. Membership Status Demotion
 1. The following points only apply if the member has not had membership terminated. Officers have the discretion to designate consequences as the situation warrants.
 2. For Officer removal, see Article V, Section 4.
 3. To become demoted from a senior member, project leader or shop certifier, a majority vote of Officers is needed.
 1. Reasons for demotion from Senior Member include leaving the Robotics Club unlocked or leaving Members unattended.
 2. Reasons for demotion from Project Leader include violation of any Robotics Club policy, not fulfilling Project Leader responsibilities, or inappropriate actions with or damage of Robotics Club property or reputation by the project group.
 3. Reasons for demotion from a Shop-certifier include operating a shop tool dangerously or not following policy for certifying other members.
 4. Demotion from being shop-certified is at the discretion of the Shopmaster, or a majority vote of Officers. It is left to the discretion of the Shopmaster or Officers whether or not all shop-certification is revoked, or just a specific tool. If a Member reports a shop violation, the accused Member will have restricted access to the shop until the next Officer meeting and review of the evidence.
 5. All votes to demote a Member or Officer, after being proposed, must be carried out in the fashion of the "voted off the island" ceremony from the TV reality show *Survivor*. Torches must be present (electric torches are an acceptable substitute).

Article V. Officers

1. Criteria
 1. All undergraduate members are eligible for any position except the Graduate Student Representative.
 2. All graduate members are not eligible to hold the positions of Treasurer, Vice President, or President. They are also not able to hold the position of authorized signer, or be the main point of contact for the club. The exception to this rule is that

graduate students are allowed to hold the positions of Treasurer, Vice President, or President, if they have completed their undergraduate education at Carnegie Mellon University and held an officer position previously.

3. An officer may hold at most one officer position.
2. Election and Appointments
 1. Executive Officers are defined as President, Vice President, and Treasurer.
 2. An Elected Officer's term is from the end of the first Officers' meeting after Officer elections through the end of the first Officers' meeting after Officer elections the following year. Elections must be held before April 1st of a given school year.
 3. Required officers are President(s), Vice President(s), Treasurer, root, Electronics Master, and Shopmaster and shall be Elected Officers as follows:
 1. These positions are appointed by a two-thirds vote in Officers for President, and simple majority for the others.
 2. A maximum of two people may be elected to any position as needed except for Treasurer.
 3. The total number of Presidents and Vice-Presidents may not exceed three.
 4. Each position must be filled by at least one person. No person can fill more than one position.
 5. To be considered for office, a speech must be delivered to Officers during elections indicating the member's intended contributions.
 4. Recommended officers are Industry Public Relations, Campus Public Relations, Assistant Shop Master, Training Officer, Project Liaison and Graduate Student representative and shall be Elected Officers as follows:
 1. These positions are appointed by a simple majority.
 2. A maximum of two people may be elected to any position as needed.
 3. To be considered for office, a speech must be delivered to Officers during elections indicating the member's intended contributions.
 5. General Officers:
 1. These positions are appointed by a majority vote in Officers.
 2. The total number of General Officers is limited such that the total number of Officers does not exceed 15% of the General Body.
 3. To be considered for office, a speech must be delivered to Officers during elections indicating the member's intended contributions.
 6. Officer Elections
 1. The club will be closed during Officer Elections.
 2. Members or Senior Members running for Officer (hereinafter referred to Applicant) will give a speech and answer any questions from the Officer Board
 3. The Officer Board will go through each position in the following order: President, Vice President, Treasurer, other Required Positions, Recommended Positions, and then other positions that the Officer Board deems necessary for that year.
 4. For each position, an Officer needs to nominate a current Officer or Applicant. The nomination needs to be seconded by another Officer. Officer nominees will give a speech and answer any questions from the rest of the Officer Board. Officer nominees will leave the club. The rest of the Officer Board will deliberate and vote.
 7. Special Elections
 1. Special elections can occur anytime during the year to fill a vacancy or add an Officer to the Officer Board.

2. The new Officer must be elected by either two-thirds or majority vote depending on position, per usual election rules.
 8. In the event that a deciding vote is needed, the President(s) will make the final vote. If two Presidents disagree, then the Vice President will make the final vote. If the Vice President is not available, the Treasurer decides. If no executive officer is present for the vote, the officer that has been in the Officer Board the longest gets to choose.
3. Duties and Responsibilities
1. General
 1. If there are two people in a position, these duties should be split up agreeably.
 2. Duties can be delegated to other Officers as needed.
 3. All Officers should help with cleaning the club, planning club and social events, and being a good example of safety and responsible actions in the club.
 4. The following is not an exhaustive list of duties.
 2. President
 1. Preside over and schedule all General Body and Officer meetings. Officer meetings must be held weekly, while General Body meetings must be held at least *once* a semester.
 2. Represent the Robotics Club on campus.
 3. Motivate the other Officers and members to accomplish as much as they can while having a good time over the course of the year.
 4. Assist in securing funding for all Robotics Club projects. This includes transitioning all funding contacts and information to the Treasurer.
 5. Update the Constitution and Rules as needed.
 6. Approve expenditures from Robotics Club accounts.
 7. Meet with the Treasurer monthly to discuss budget reports.
 8. Assist in writing the Joint Funding Committee (JFC) budget proposal, meeting with the JFC representative, and making appeals to JFC.
 9. Organize a yearly Robotics Club Open House and an end of year report even if this is after their term is officially over.
 10. Send out emails to the Robotics Club member list.
 11. One President must be a current authorized signer for the Robotics Club on file with Student Activities.
 12. One President must be the main point of contact on the Student Activities website.
 13. Can approve all space requests for officers and senior members. Unless otherwise needed, the approval will be at executive discretion.
 14. Organize SHRG applications and review for the year.
 15. Lead the organization of Red Robot Hackathon. The actual work should be distributed by the President(s) amongst the entire Officer Board.
 3. Vice President
 1. Ensure that all members have access to the club as their membership status entitles them. Ensure that all members' club access expires on the appropriate date. Unless otherwise needed, the approval will be at executive discretion.
 2. Ensure that all members have access to the shop tools they are certified on. Ensure that all members' shop access expires on the appropriate date.
 3. Assist in writing the Joint Funding Committee (JFC) budget proposal, meeting with the JFC representative, and making appeals to JFC.
 4. Volunteer and assist in Mobot and Mobot Open Houses.
 5. Assist in securing funding for all Robotics Club projects.
 6. Assist in soliciting SURG and SHRG funding for club projects.

4. Treasurer

1. Make monthly budget reports which track all Robotics Club accounts and any donations made to the Robotics Club.
2. Meet with the President monthly to present budget reports.
3. Make approved purchases from a Robotics Club account upon the President's or Vice President's approval of expenditure.
4. Update and maintain a record of all transactions on the private website.
5. Writing the Joint Funding Committee (JFC) budget proposal, meeting with the JFC representative, and making appeals to JFC.
6. Ensure every person in the member database has paid dues.
7. Become responsible for the PCard, if the Robotics Club has a PCard.
8. The Treasurer must be a current authorized signer for the Robotics Club on file with Student Activities.
9. Keep up to date and present the budget summary to Officers weekly.
10. Ensure that purchases and reimbursements are not made which bring a group's expenditures past 10% or \$100 over their allocated budget, whichever is greater.

5. root

1. Maintain the Robotics Club websites. This includes any page whose maintenance is not delegated to another Officer.
2. Maintain and improve all electronic infrastructure, including servers and services.
3. Maintain all the Robotics Club computers. This includes a monthly wipe of the desktops and other inappropriate material on the computers and ensuring that all computer hardware works, including internal and external peripherals.
4. Recruit and supervise another Member to help with maintenance of Robotics Club computers and/or webpages.
5. Maintain all Robotics Club data and automatic backups of data.

6. Shopmaster

1. Maintain and order all tools, and equipment in the shop.
2. Assemble orders for needed shop equipment and supplies.
3. Enforce policies concerning shop safety and training.
4. Maintain a safe working environment in the shop space for university standards
5. Oversee any club or shop inspections from Carnegie Mellon University Environmental Health and Safety.
6. Enforce policies containing usage and disposal of all hazardous materials.
7. Hold shop trainings at least twice a semester so club members can properly use the shop.

7. Electronics Master

1. Maintain and order all electronic equipment and tools.
2. Assemble orders for needed electronic equipment and supplies
3. Enforce policies concerning electronic safety, and appropriate use of resources in the electronics area.
4. Maintain a safe working environment for university standards.

8. Training Officer

1. Provide trainings for members or find willing teachers to hold the trainings instead of them.
2. Update or create appropriate training instructions for a topic in a document available to all Officers and members upon Officer approval.

9. Project Liaison
 1. Be aware of the goals both short term and long term of each club project receiving direct funding at the time.
 2. Act as the conduit between the Officer Board and the club projects. Explicitly, communicate the expectations of the Officer Board and the club to the projects and receive feedback from the projects and communicate it to the Officer Board.
 3. Provide at least monthly updates about the state and plans of each current club project and SHRG project to the Officer Board.
 4. Send out a monthly newsletter to the General Body email list and to the sponsor email list containing updates for all club projects and SHRG projects.
10. Industry Public Relations
 1. Actively seek out club or project sponsors and maintain a good relationship with current sponsors through sending them regular updates.
 2. Updating and maintaining a record of sponsors and donations on the Robotics Club website.
11. Campus Public Relations
 1. Send out emails to the Club members regarding club announcements, events, updates, or other relevant information.
 2. Run social media and design posters and other advertising material for events and club activities.
12. Club Architect
 1. In charge of maintaining and improving the physical space, which includes making sure the space is clean and organized
 2. Collaborate with other officers, senior members, project leads, and members to delegate club maintenance to appropriate projects or parts of the club as needed
 3. Maintain and improve general club resources and tools (3D-printers, 2D-printers, laser cutter, etc), and remove or update them as needed
 4. Maintain and improve common spaces in the club, such as Shelfimus, couch area, whiteboards, storage space, tablespace, etc
13. Graduate Student Representative
 1. Represent the graduate students that are part of the Robotics Club by bringing up concerns or opinions of graduate students.
 2. General Officers
 3. Miscellaneous jobs as designated by all other elected positions.
 4. Volunteer and assist during Mobot and Mobot open houses.
4. Officer Removal
 1. An Officer may be removed from office by a three-fourths vote of Officers.
 2. Any member may file a petition for an Officer removal. To bring the vote to the Officers, three Officers must support this petition.
 3. The Officer is permitted to speak before the Officers and the general membership about the charges made concerning his/her performance.
 4. The Officer is not permitted to participate in the deliberation of the other Officers regarding the charges.
 5. The action of being removed disqualifies an officer from holding current and future officer positions, including the member positions of Emperor for Life and Lord for Life.
5. Vacancy
 1. If a vacancy occurs in the office of President and there is a co-President, the co-President shall assume the office for the remainder of the term. If there is no

- co-President, then the Vice President shall assume the office for the remainder of the term.
2. If a vacancy occurs in any other office, the office shall be filled by a General Officer or by a Member or Senior Member nominated by the leaving officer through a Special Election.

Article VI: Advisor

1. One advisor may be appointed by the Officers.
2. The advisor must be a member of Carnegie Mellon faculty.
3. Duties and Responsibilities
 1. The advisor has the option to attend any Officer meeting.
 2. The advisor should give advice or recommendations when solicited by Robotics Club members.
 3. The advisor will have no fiscal authority in the Robotics Club except if required to authorize tartan card purchases.
 4. The advisor shall receive a free t-shirt annually.

Article VII: Finances

1. Dues
 1. The Robotics Club may establish reasonable dues to be paid by all members.
 2. The amount of the dues will be determined by the Officers at the beginning of the Carnegie Mellon school year. The amount of dues will be based upon the expenditures of the previous year and the recommendations of the Joint Funding Committee.
 3. Past members that have not paid their dues will no longer have access to the Robotics Club.
 4. New members may pay dues any time.
2. Funds and Donations
 1. All money belonging to the Robotics Club shall be deposited and disbursed through a bank account established for the Robotics Club at the Student Activities Office. All funds or monetary donations must be deposited within 24 hours after collection.
 2. All monetary donations to specific projects must be deposited into a Robotics Club account and a Robotics Club Officer must be notified.
 3. It is the responsibility of the Executive Board to send out thank-you notes for all donations (notes may be 2D or 3D).
3. General purchases
 1. All expenses from a Robotics Club account, excluding project money, must be approved by a current authorized signer of the Robotics Club as on file with Student Activities. The signer approving the purchase must sign and file the receipt according to the Treasurer's instructions. Alternatively, the Officer may email the Officer mailing list indicating approval of the purchase.
 2. The Treasurer will keep a record of all purchases made from a Robotics Club account.
 3. The Treasurer will be required to make a monthly budget report to present to the President, and if requested, the Officer meeting. This report will include each transaction during the month, the current balance of all accounts and the current balance of any project money in any account.
 4. The Treasurer is the only officer who may make a purchase on the PCard.

5. The Treasurer will ensure that purchases and reimbursements are not made which bring a group's expenditures past 10% or \$100 over their allocated budget, whichever is greater.
4. Project purchases
 1. Project money may be deposited into any Robotics Club account.
 2. Project leaders may use any of their project money without authorization as long as they are within budget.
 3. Project leaders must notify the Treasurer of all purchases made with the project money if the money is in any Robotics Club account.
 4. Project leaders may authorize other people on the project to make purchases with the project money.
 5. The Treasurer is the only officer who may make a purchase on the PCard.
 6. The Treasurer will ensure that purchases and reimbursements are not made which bring a group's expenditures past 10% or \$100 over their allocated budget, whichever is greater.
5. Budget allocation
 1. Within one week of the first day of classes in the Fall semester of each academic year, the Officers and Project Leaders will meet to determine budget allocations.
 2. Each Officer and Project Leader requiring funding for that academic year will propose the amount of money they are requesting to be allocated to their domain or project. The Executive Board is responsible for determining budget requests for auxiliary items such as Red Robot, etc.
 3. The Officers and Project Leaders will adjust the requested budgets to best meet the needs of the Club while staying within their desired total budget.
 4. The Officers and Project Leaders will agree to a club budget with a two-thirds majority vote of Officers.
6. Budget extensions
 1. If an Officer or Project Leader decides that they want an extension to their annual budget, they may request a budget extension at any officer meeting with their desired amount and purpose.
 2. An Officer or Project Leader for a new group may request a budget extension to create a new group budget with the same process as a standard budget extension.
 3. The Officer board may approve a budget extension with a two-thirds majority vote.

Article VIII: Terms and Definitions

1. Approval shall consist of a majority vote of the respective body, with the President or Vice President casting the deciding vote as needed.
2. A quorum for Officers shall be satisfied by 80% of Officers being present.

Article IX: Rules

1. Rules include Carnegie Mellon University Policies, guidelines set forth by this document, posted guidelines, and best practices taught during trainings.
2. Creation
 1. Any Senior Member or Officer may propose a Rule in writing at an Officer's Meeting.
 2. The Rule must be given a reasonable time for discussion.
 3. The Rule must be approved by a majority vote of all current Officers.
3. Dissemination
 1. All current members must be notified of a new Rule.

2. All current and prospective members must also have access to a listing of current Rules.
4. Enforcement
 1. Officers may use any power granted by this document to enforce a Rule.

Article X: Amendments and Ratification

1. Amendments
 1. Amendments to this Constitution may be proposed by any Member and must be submitted in writing at an Officer meeting.
 2. Said amendments will be voted on at a subsequent meeting.
 3. In order to adopt the amendment, a vote of two-thirds of current Officers is necessary.
2. Ratification
 1. The Constitution shall become effective upon approval by a three-fourths vote of Officers.
 2. The ratified Constitution will be submitted within one month to the Student Activities office.