

Wilkes University Robotics Club
Constitution

This document states the duties and guidelines of the Wilkes University Robotics Club. Articles I – IX will be held true every year the club is active and will be debated and changed as deemed necessary.

ARTICLE I – Name

The club will be referred to as Robotics Club.

ARTICLE II – Membership

All undergraduate students and faculty of Wilkes University are encouraged to participate in the actions of the Robotics Club and membership is free to any persons who are interested.

ARTICLE III – Statement of Purpose

The purpose of the Robotics Club is to exploit the capabilities of the Robotics Facility of the Engineering Department at Wilkes University. The club and its participating members will construct automated machines that can further demonstrate the effectiveness of Wilkes University’s Engineering Department. The club will enter these “robots” in competitions or will hold competitions at Wilkes University for other surrounding schools to compete in. This will benefit Wilkes University’s Engineering Department in showing the capabilities of its Robotics Facility.

ARTICLE IV – Officers and Duties

The following Officers will lead the Robotics Club:

1. President
 - a. It is the President’s duty to:
 - i. Attend and begin all meetings.
 - ii. Provide the members with consistent hours or alternative methods to work on existing Robotic Projects.
 - iii. Approve or disapprove of any supply requests that the Treasurer presents to the President.
 - iv. To organize events in the convenience of all club members.
 - v. To speak and make decisions in the best interest of Wilkes University and the members of its Robotics Club.
 - vi. Relate projects within the Robotics Club with the Engineering Department of Wilkes University.
 - vii. Be responsible for any duties the other officers do not uphold.
2. Vice President:
 - a. It is the Vice President’s duty to:
 - i. Be an active part of the duties the President holds.
 - ii. Be a representative of the members and while influencing the President in his/her decisions.
 - iii. Assume command in the absence of the President.

- iv. Represent the Robotics Club for any affairs involved with Student Government.
 - v. Attend student government meetings when deemed necessary.
3. Treasurer:
- a. It is the Treasurer's duties to:
 - i. Keep an account of any funds the Robotics Club receives including funds received from outside sources or from Student Government.
 - ii. Be present when a request is made to receive funds from Student Government.
 - iii. Record the financial budget of the Robotics Club and will give a financial report when deemed necessary.
 - iv. Voice his/her opinion when purchases for the Robotics Club are considered.
 - v. Consider requests taken from the Project Leader and relay the request back to the President.
 - vi. After the President approves a request for supplies on an existing project, take the request to the Robotics Club's advisor to be completed.
4. Secretary:
- a. It is the Secretary's duties to:
 - i. Be present at every meeting.
 - ii. Keep records of all minutes of the Wilkes University Robotics Club, including topics discussed at meetings and things accomplished during work hours.
 - iii. Be present when meetings are held with Student Government and will record what is accomplished at the meetings.
5. Parliamentarian:
- a. It is the Parliamentarian's duties to:
 - i. Ensure the constitution of the Robotics Club is followed by all members and the ideas held in this document are held true.
 - ii. For spell checking any documents produced for the Robotics Club, including any changes made to this constitution.
 - b. The Parliamentarian does not possess the right to vote in the elections of officers or in the removal of officers
6. Project Leader:
- a. It is the Project Leader's duties to:
 - i. Become a team leader. Manage working hours and be present for most of the work done on any existing Robotics projects.
 - ii. Request any order of parts necessary for an existing project to the Treasurer.

Prior to graduation where any officer leaves their position vacant, anyone interested in becoming an officer the following year shall inquire to the current officers about assuming office for the upcoming year and shall henceforth become an apprentice. This will ensure the club will maintain a direction that will not lose focus.

ARTICLE V – Elections

Elections will be held at the second meeting at the beginning of the Fall Semester unless otherwise specified by intrigued members. The day of the Elections, self-nominations are encouraged. The person who receives the most votes for the position is elected.

ARTICLE VI – Member Status

There are two types of members in the Robotics club:

1. Inactive Members:
 - a. Membership status all incoming members receive when they first become a part of the Robotics Club.
2. Active Members:
 - a. Active members are any members defined as having ten or more hours dedicated to working on existing Robotics projects. All members will be required to keep track of their hours via a sign in sheet when they work on a project.
 - b. Active members have the right to:
 - i. Request an order for any parts required to finish a Robotics project.
 1. Requests will be considered as they come, however, the person with the request that has dedicated the most hours will be considered first and so on.
 - ii. Vote in the removal of office process.

ARTICLE VII – Removal of Office

The steps to removing officers of the Robotics Club are as follows:

1. Officers must be in office for at least three months before removal is considered.
2. After the initial three months, a meeting can be called at any time by the members, in which all the officers must attend. Members who attend must be considered “Active Members” to vote in the removal process when removing officers from the Robotics Club.
3. At least ten active members must be present as well as the current Robotics Club Advisor.
4. The advisor must be provided with probable cause of removal and must approve of said cause.
5. After the advisor’s approval is made, a 2/3 majority vote is required to remove an officer.
6. Once the officer is removed, the highest current authority will decide who may assume the position.

ARTICLE VIII – Advisor and Duties

Rules concerning the Club Advisor:


1. A faculty member of Wilkes University must be chosen to lead the Robotics Club as club advisor. The club must have an active advisor to maintain club status.
2. The duties of the Advisor are:
 - a. To inform any officer of their responsibilities.
 - b. To keep all records of the Robotics Club documents.
 - c. Informs the officers of any general correspondence concerning to Robotics Club.
 - d. Reviews any and all activity of the Robotics Club.
 - e. To approve or deny supply requests concerning existing Robotics Projects.
 - f. Accept or deny probable cause for removing an officer.
 - g. Work with the President concerning club events.
 - h. Be available for all members.
3. In the case that the advisor is vacant from his position and is not expected to return, a new advisor must be chosen, and this update must be submitted to student government by the end of the semester.

ARTICLE IX – Additional Amendments and Revisions

Alterations to this constitution are encouraged; the changes must be in the best interest of Wilkes University and the members of its Robotics Club. However, only officers are allowed to make changes. The editing officers must sign the document below in the signatures section and all revisions must be approved and signed by two other current officers.

Albert Tomasora III
(Print)

(Sign)
President

Tyler Smith
(Print)

(Sign)
Vice President

Ethan Schwab
(Print)

(Sign)
Treasurer

Revisions:

"Insert name here"
"Insert position here"
Editor

"Insert name here"
"Insert position here"
Approval

"Insert name here"
"Insert position here"
Approval