

KatatroniX Robotics Club

I. Organization Purpose

- a. Our organization goal is to create an environment for learning, practice, and competition of Engineering and creativity. We allow students to gain practical experience in machinery, electrical, and programming, and develop networks between students and if possible, in the professional field. And at the end of the day to build a robot.

II. Organization Expectations

- a. All students who join the organization are expected to participate in some portion of the creative process.
- b. There will be no prerequisites for joining the organization.
- c. To always abide by our safety rules.
- d. All members including the committee must adhere to the SHSU hand book.
- e. **Attendance**
 - i. Robotics members are expected to have a high attendance rate to keep membership. Hardships and inconveniences can happen in which the organization will understand. The robotics member is expected to communicate to their leadership about any event that can cause an absence. Missing more than three mandatory meetings without communication to leaders will result in the revoking of the robotics membership.

III. Meetings

- a. There will be two types of meetings that will indicate the goal for said meeting. General meetings should be held weekly or bi-weekly and not on holidays. These meetings will be for informational purposes and discussion on current or future projects. The next type of meetings will be build meetings. These meetings should focus on the production of a robot or focus towards enhancing the skills of newcomers. The general meetings will be more mandatory for students and leadership and will result in disciplinary action if absent from too many meetings as specified in the expectations. Build meetings are not mandatory. Lastly, having a build meeting right after a general meeting will be allowed as the general portion of the meeting will be mandatory, but the build portion will not require people to stay.

IV. Leadership Committee Positions and Roles

All committee positions will be through elections by all members of the team who have attended at least 75% of meetings. All Committee Roles will be filled by applicants with at, or above, a 2.0 SHSU GPA. Each Applicant

a. President

- i. The president's role is to overlook all club activity. He/she ensures the goals of the organization are upheld. Will attend committee meetings to lead the committee in discussion. They will keep the other committee members accountable to complete their jobs. To have an active presence in club meetings.

- ii. Must have been on the team for 2 years, or have a background in robotics competition (FRC, VEX, FTC, etc.).
- b. **Vice President**
 - i. The vice president's role is to be the backup for the president. He/she will participate in committee meetings. Any public presentation or meeting that the president cannot make the VP will stand in for him/her.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- c. **Treasurer**
 - i. The treasurer must manage all money related activity. He/she will handle sponsorship's funding. They will approve of spending requests. Will ensure of no overspending and create budgets for all projects. Will be responsible for creating the spending report for the end of the year that will be presented to the school.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- d. **Outreach Coordinator**
 - i. Outreach's job is to grow student interest. He/she organize team building meeting. He/she is also responsible for team image outside of campus. He/she will look for sponsorships.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- e. **Executive Member**
 - i. Executive member will keep the organization efficient. He/she will participate in committee meetings. They will be responsible of team communication such as e-mail, text messages, flyers, posters, etc. He/she will schedule meetings and keep a good time management for the team. They will look to improve the effectiveness of the organization in all aspects such as learning, communication, meetings, etc.
- f. **Faculty Advisor**
 - i. The faculty advisor's role is to assist students throughout the organization. The advisor must be a faculty of the university (SHSU) and will be a non-voting member of the organization. Advisors have full rights as a member except they will not be allowed to hold office.
- g. **Elections**
 - i. Any number of students who qualify can run for election. All members of the team who are present at the election meeting will vote for their candidate. If two or more students are running for the same position, then there will be one round of voting. The student with the majority votes will claim the position. Any qualifying student can run for multiple positions as the voting process will go from President, Vice President, Outreach, Treasury then Executive in that order. If a student is elected to a position, then they will not run for any other position.
 - ii. Elections will be annually held in the Spring. For the first full year of the organization's creations, elections will not be held in order to develop the club.

V. **Prospective Committees**

- a. Treasury Committee

- b. It will be led by the Treasurer and Appointed Advisor, with two or more members of interest. Their goal is to run the financial transactions of the organization and maintain order of all paperwork for the organization. They will plan events to fund the organization. They will also be representatives to the Student Life Development Fund and Student Affairs Travel Fund when needed with the company of the Organization's President

VI. Safety

- a. All SHSU Robotics Scholars are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All members should be safety trained to a team standard before using any heavy machinery. All robotics members should take all reasonable steps to prevent accidents and never sacrifice safety for expedience. Our goal is to eliminate or minimize hazards that can cause accidents. The robotics member should be implemented safety procedures using under the Fred Pirkle Building rules and regulations and team standards.
- b. All members who plan to travel with the team for competitions must fill out a waiver to be allowed to travel. All members on the trip must have one form of communication to all other members going on to the event.
- c. The club members will adhere to risk management policies found in SHSU student guidelines.

VII. Disciplinary Procedure

- a. All disciplinary action will be determined by the Leadership Committee to resolve any conflict. The first instance of a problem with a member in question will be conveyed verbally; a following reminder email consisting of club's rules and regulations will be sent to the member to educate him or herself. At this point, the member in question will have a chance to present his perspective on the situation to the committee. If the member has a valid concern, the committee will note it down and contact the club's adviser for further instructions and actions. The second instance with the same member with legitimate reason will be dealt via official written warning through email and text message from the committee. The third instance will be a revocation of membership with the approval from the club Adviser.
- b. **Discrimination/ Disabilities**
 - i. Under the organization of SHSU Robotics, prohibits discrimination against and harassment of any student or any applicant for participation because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, mental capabilities or any other characteristic protected under applicable federal or state law. Any type of bullying or threats are also applied. These actions will not be tolerated and result facing consequences of revoking membership. All robotics members are expected to keep a professional environment with other members and advisors.

VIII. Social Events

- a. Our organization goal is to expand and bring more students interested into a new field of robotics. We will host events that can bring a great atmosphere to SHSU

students and learn more about the KatatroniX organization. As for the school year of 2019, the organization will be open for all students and not impeded by their majors or minor. We believe the organization will help students in all aspects of problem solving and teamwork.

IX. Financial Procedures and Membership dues

- a. At the beginning of every school year the team must come up with the year's budget.
- b. A budget will be made for any sub-projects that the team wishes to proceed. This budget will be subtracted from the yearly budget.
- c. All money spent must be handled or reported to the treasurer. The treasurer will keep and file all spending reports throughout a school year.
- d. At the end of the school year the team must compile all the team's expenses and create a report. This report will be filed and brought up as proof of our spending and to be reported to the school.
- e. Money received by the club should be put into and banking account for safekeeping.

X. Annual General Meeting

- a. At the AGM the elections will be held, and the final team expense will be presented.
- b. After the AGM the new leadership committee will meet to discuss any necessary amendments to the constitution. After a new draft of the constitution is made it will be submitted to the Department of Student leadership Initiatives.
 - i. **Amendments** - Amendments to the Constitution will be brought up by a leadership committee member, then the leadership committee will discuss the amendment suggested and vote upon it.
 1. Amendments can be brought up by members other than the leadership committee at the AGM meeting but will still be voted upon by the Leadership committee, unless hopelessly deadlocked. If hopelessly deadlocked the leadership committee will bring the vote to the general meeting if it cannot be decided upon by the leadership committee.
 - ii. The president will submit the new constitution after any new amendments are made.
 1. If the president cannot, said process will be handled by the hierarchy list from the leadership committee, as listed above.
- c. Once approved in the AGM by the club members/committee, the amended constitution MUST also be approved by the department of Leadership Initiatives to be official.