This Constitution is the Approved and Official Constitution for:

Club Name: Robotics Club
From the Engineering Council
Number of Pages: 6
Date Approved: 4/21/17

Club Officer
Position: Vice President
Name: Matthew R. Norton
Signature: [Signature]
Date: 04/19/17

Council Coordinator
Name: Tanahiry Escamilla
Signature: Tanahiry Escamilla
Date: 4/19/17

Student Association Vice President
Name: Gina Nasca
Signature: Gina Nasca
Date: 4/21/17
Club Constitution

Article I. Name of Club
This Club will be known as the **UB Robotics Club**

Article II. Purpose of Club

UB Robotics is an undergraduate club at the University at Buffalo, dedicated to applying the engineering principles that members learn in the classroom to real-world, robotics-related projects. We accomplish this goal primarily through building robots for intercollegiate competitions.

UB Robotics has three main roles in the University at Buffalo community. First and foremost, we are a group of students interested in robotics. This means that our primary concern is to advance the knowledge of our members in the field of robotics. Secondly, we are an undergraduate club, which means that it is important for us to do our best to be one of the premier clubs at the University at Buffalo. This task includes completing all SA requirements, working hard to recruit new members, and ensuring that future members will have an easy transition so that the club can continue to be successful year after year. Thirdly, as a college-level robotics organization, it should be in our interest to advance the field of robotics as a whole. This means that after our other two objectives have been met, we should do our best to take on difficult and cutting-edge projects to help develop new technologies and earn recognition for the University.

Article III. Qualification of Membership

Section 1: Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students

Section 2:

Voting Member

1. **Only undergraduate University at Buffalo Students may be voting members of the club**
2. In order to become a voting member one must attend:
   a. ___5__ club meeting(s) or office hour slots
   b. ___1__ club event(s)
   per school year (Fall and Spring semesters)

Non-Voting Member

3. Any undergraduate or graduate University at Buffalo student or faculty member may be non-voting member of the club
4. In order to become a non-voting member one must attend:
   a. ___1__ club meeting(s), event(s), and/or community service(s) per semester
   b. Be Environment, Health and Safety (EHS) certified
Article IV. Officers

Section 1: Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

Section 2: All E-Board member must be Environment & Health Safety certified with proof of certification. Swipe Card access to the Bonner 130 Lab and the key to the Robotics Office will be organized through Dr. Jennifer Zirnheld.

Section 3:

1. President
   a. Be the chief executive of the Club
   b. Call as well as preside over meetings of the Club
   c. Serve as the liaison between the Club and the SA administrative offices
   d. Call special meetings of the Club
   e. Take care that this constitution and the laws of the student body are faithfully executed
   f. Perform any administrative power or duty not provided for in this constitution

2. Vice President
   a. Exercise presidential office upon absence
   b. Assume presidential office upon vacancy
   c. Recruitment of new members
   d. Act as team leader for beginner projects
   e. Maintaining club image
   f. Receive yearly approval from SA, considering our outreach activities with Kadimah School
      a. Ensure rapport with Kadima School is continued for our Outreach Division to continue yearly
   g. Organize UBR table setup for Summer Freshman Orientation

3. Treasurer
   a. Keep complete and accurate account of the Club’s funds
   b. Put in requests for use of Club funds
   c. Prepare the annual budget request packet with the President
   d. Report to the President on all relevant financial matters
   e. Responsible for making sure all incoming inventory comply with Environmental Health and Safety guidelines
   f. Responsible that all inventory regarding disposal and sales follow both EHS and SA guidelines
   g. Treasurer must approve and keep track of inventory being checked out/in by leads and eboard members
4. Secretary
   a. Take minutes and attendance at Club meetings
   b. Maintain complete and accurate records of all Club meetings
   c. Report to the President
   d. Submit monthly “Track Sheets” to SA
   e. Responsible for maintaining club image by maintaining the club’s listserv, Facebook page, Slack App, and website
   f. Plan and advertise club events and joint events with other clubs
   g. Maintain contact with Dr. Zirnheld and the current PhD students working in Bonner 130
      a. Provide copies of EHS cards of current UBR members in order to ensure all members working in the Bonner 130 lab are EHS certified/trained
      b. Ensure all members planning on working in the Bonner 130 lab are aware of the safety rules of the lab which are:
         1. Announcing your name when entering the lab
         2. Wearing long pants at all time
         3. Wearing closed-toe shoes at all time
         4. Keeping the lab hallways clear and organized
         5. Keeping soldering station clear
         6. Turning off all lights in the UBR office, as well as the Bonner 130 lab if no other people are there
         7. If you have not yet submitted a copy of your EHS card for cataloguing, you must carry it at all times while in the Bonner 130 lab
         8. Items must be signed out and the Project Lead and E-board members must be notified of what item you have signed out, when, what your plans are for it, and an estimated date of returning it

Article V. Government

Section 1: Meetings
   1. There are four types of meetings:
      a. General membership meetings
      b. E-board and Project Lead Meetings
      c. Special meetings
      d. Office Hours
   2. General membership meetings:
      a. Inform members of upcoming events and changes in the club
      b. Occur bi-weekly
   3. E-board and Project Lead Meetings
      a. Occur directly before general meetings in order to discuss sensitive club plans/events,
and progress/plans for next two weeks

4. Special meetings
   a. Include but not limited to amendment changes, vacant officer positions, impeachment
      hearings, re-elections, and/or elections

5. Office Hours
   a. Each E-Board member must hold office hours every week
   b. There must be a committed hour for office hours, with an additional “on-call” hour
      when needed
   c. Cancellation of office hours must be broadcast through the Slack App at least a day in
      advance
   d. Changes in office hours time/date must be broadcast through the Slack App and
      updated on the Google Calendar

6. Quorum for special meetings must be fifty percent of voting membership
   a. Quorum must be met for all special meetings

Section 2: Elections

1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club
   election.

2. Officer elections MUST take place before the last day of classes of the spring semester of that year.
   a. Officer elections are planned to take place during the second week of the April
   b. In the event an election has taken place after the last day of classes of the spring
      semester, the officers who were elected will remain as the officers for the summer,
      however, a new election must take place by the first of October of the upcoming fall
      semester.

3. A nomination period at the discretion of the Club.
   a. Candidates may be nominated for multiple positions only if the club approves this prior
      to the nomination period beginning

4. The election will preside in this order:
   a. President
   b. Vice-President
   c. Treasurer
   d. Secretary

5. The candidate will be elected based on most votes received. Therefore there will be no runoff
   votes.

6. The newly elected E-board will take office after the last day of classes of the spring semester of that
   year.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
   a. Violation of the Undergraduate Student Association(SA) policies
b. Violation of the rules and regulations set forth in the current University student rules and regulations

c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club

d. Failure to uphold the provisions of this constitution and bylaws

2. The procedure to call for removal are as follows:

a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair

b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer

c. The officer will call a special meeting which will occur one week after the petition has been submitted

d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.

e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer

f. If the offending officer is removed, the guidelines in this constitution under officer vacancy are to be followed

g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:

a. The resigning officer must inform the current executive board

b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:

a. If the President position becomes vacant, such vacancy shall be filled by the Vice-President

b. If a vacancy occurs for the position(s) of Vice-President, Treasurer, and/or Secretary two options can be followed:

i. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

OR

ii. The President may appoint the new officer with the approval of the voting membership

1) The nomination process will be as follows:

a) The President appointment must be a voting member of the Club
b) The President will call a special meeting within a week of the announcement of the appointment. Quorum must be met.
c) The appointed position must gain at least fifty percent of the voting membership's approval.
d) Upon approval, the appointed position will be effective immediately.
e) Upon disapproval, the guidelines for a special election will be followed.

Article VI. Amendments
1. Any voting member may propose an amendment to the Club Constitution.
2. An amendment can be voted on after one week it has been presented.
3. A two-thirds vote must be gained for the amendment to be passed.
4. The amendment will put into effect during the beginning of the next academic semester.
5. *Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.*
6. *Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.*