

# Constitution of *GOFIRST*

A FIRST Robotics Alumni group to network with other FIRST alumni, volunteer at FIRST events, mentor local robotics teams, and spread STEM in the community

## Article I- General

Section 1: The official name of this organization shall be *GOFIRST*, which stands for Group Organization for FIRST.

Section 2: This organization shall exist for the following purposes:

- to provide Iowa State students with the opportunity to gain leadership, communication, organizational, and professional skills
- to promote the ideals of US *FIRST* (Foundation for the Inspiration and Recognition of Science and Technology)
- to help inspire elementary through high school students to get involved in science, technology, engineering, and mathematics
- to support the US *FIRST* community
- to provide social activities, events, and networking opportunities for the membership and University community as a whole

Section 3: *GOFIRST* abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section 4: *GOFIRST* agrees to annually complete President's Training, Treasurer's Training, and Advisor Training (if required).

## Article II- Membership

Section 1: Any currently enrolled Iowa State Undergraduate or Graduate student will be considered a member once they have filled out the membership information form and returned it to the President of the club, and have paid their annual dues. Members are considered as such until the end of the fiscal year.

Section 2: Any person may attend *GOFIRST* meetings, regardless of their membership status and their status as a Iowa State student, but they will not be eligible to receive the membership benefits described in Section 5 of this document.

Section 3: Membership is open to all Iowa State University students without regard to race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability,

age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. Veteran.

Section 4: Any member or officer may be removed from the group for misconduct (to be defined by the group). The member shall be given a fourteen-day notice and an opportunity to defend him/herself. This removal of the group shall require a 2/3 vote of the officers.

Misconduct is defined here as:

- Any action that makes a fellow officer or member uncomfortable
- Failing to perform officer position duties as specified in this document
- Misuse of group resources
- Scholastic dishonesty
- Disruptive meeting or event conduct
- Falsification
- Attempts to injure or defraud
- Threatening, harassing, or assaulting conduct
- Disorderly conduct
- Illegal or unauthorized use or possession of weapons, drugs, or alcohol
- Unauthorized use of University facilities and services
- Intentional theft, property damage, or vandalism
- Unauthorized access to resources or rooms
- Hazing
- Rioting
- Violation of University Student Code of Conduct
- Violation of federal or state laws
- Persistent violations
- Or any other action deemed inappropriate by the group

Section 5: All members of GOFIRST

- are eligible to be nominated as an officer
- may participate in officer elections and vote on any other topic brought to the membership by the officers
- may assist officers in planning and executing events
- may be eligible for additional benefits as defined in the bylaws or as decided by the officers.

Section 6: Members are expected to

- uphold the purpose of this organization
- strive to attend GOFIRST events
- bring a positive attitude to meetings and events
- bring ideas, input, and creativity to meetings and events
- support *US FIRST* by volunteering at *FIRST* events and/or mentoring *FIRST* teams

## Article III- Leadership

Section 1: The Executive Committee is responsible for running GOFIRST as whole.

Section 2: The officers of this organization shall consist of President, Vice President, Treasurer, Program Manager, Community Outreach Chair, Historian, and Secretary. The student officers of this organization must meet the following requirements:

- i. Have a minimum cumulative grade point average (GPA) as stated in this paragraph and meet that minimum GPA in the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum cumulative GPA is 2.00.
- ii. Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student during the term of office (unless fewer credits are required to graduate in the spring and fall semesters), and at least half time (four or more credits) if a graduate level student during their term of office (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement).
- iii. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (i) and (ii).

Section 4: The president and secretary positions must be held by two distinct individuals.

Section 3: Officer Elections will occur at the last meeting of April. Officers shall serve for a period of one year, starting on May 1st and ending on May 1st of the following year. Any voting member of the group may nominate incoming officers. A majority of members who are present must vote in the affirmative for an officer to be elected. Voting will be done either by a raise of hands at a general meeting or online.

Section 4: In the event that an officer position is vacated mid-term, all GOFIRST members will be notified through the official communication method of the group and will be encouraged to nominate members to fill the vacant position. No less than two weeks after the initial notification, voting will take place at a GOFIRST meeting or will be conducted online.

Section 5: The duties of the officers are as follows:

### President

- Responsible for presiding over all officer and general meetings
- Responsible for keeping the organization up to date on any necessary paperwork for the Iowa State University and for the state and federal governments.
- Represents GOFIRST to the school administration, *FIRST*, and the broader community
- Responsible for maximizing the use of GOFIRST's resources to provide the best experience and growth for the group

- Responsible for team logistics for travel
- Responsible for ensuring that all members uphold the mission of GOFIRST, and that all members abide by the Articles of Incorporation, Constitution, and Bylaws.
- Responsible for communicating with the general membership
- Maintains the Articles of Incorporation, Constitution, and Bylaws.
- Steps in and assists other officers with their responsibilities as needed.
- Maintains GOFIRST membership records (including who is volunteering and mentoring)
- Must provide student activities with the full names, local home addresses, local phone numbers and e-mail addresses the president, treasurer (or parallel leadership positions), three additional student members and any advisers
- Responsible for the annual end of the year report with an annual year-end report that includes a detailed summary of their activities for the past year, any amendments to their constitution and bylaws, and any amendments to their operations manual

## **Vice President**

- Responsible for all presidential duties if the president is unavailable
- Responsible for reserving rooms for all executive and general meetings
- Coordinates food for general meetings
- Will assist in the filing and recording of all paperwork pertaining to the organization
- Responsible for risk management, responsibilities as follows:
  - help minimize potential risks for club activities
  - recommend risk management policies or procedures to GOFIRST
  - submit documentation to ISU's Risk Management Office
  - ensure that Iowa State University policies are followed at all of the organization's events
  - ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## **Treasurer**

- Responsible for the funds and accounts of the organization
- Must bring up-to-date GOFIRST budget to each officer meeting
- Responsible for writing checks, logging all transactions, and providing reimbursements
- Responsible for all money collected from the fundraisers, donations, or in any other form
- Responsible for creating the Student Services Fees request
- It is the Treasurer's responsibility to document any monetary transactions relating to the organization
- Ordering operational equipment for the group including T-shirts, handouts, food, office supplies, etc.

## **Program Manager**

- Maintains communications between Iowa State University and GOFIRST
- Plans events between other Alumni groups and GOFIRST
- Coordinates speakers for general meetings

- Responsible for informing GOFIRST members of upcoming events
- Documents all events GOFIRST participates in

### **Community Outreach Chair/Co-Chair**

- Oversees all contact with local FIRST teams
- Organizes and maintains Promotional Materials for GOFIRST
- Reaches out to local teams in need of mentors and support
- Coordinates giveaway materials

### **Media Manager**

- Manages GOFIRST's digital assets (website, photos, videos, etc.)
- Monitors and updates the GOFIRST email, Facebook, and Twitter accounts.

### **Secretary**

- Responsible for taking meeting minutes at every officer and general meeting
- Distributes meeting minutes

Section 7: A quorum of 2/3 of the officers must be present to conduct official business.

Section 8: A majority of all officers, whether present or not, must vote in the affirmative to approve decisions.

### **Article IV- Advisor**

Section 1: GOFIRST will have an Iowa State University advisor whose advisorship will contribute to the betterment of the club. This advisor is not an officer and shall not be included in officer meetings, unless otherwise desired by the officers.

Section 2: Selection of group advisor will be done by the exec board, and approved by a 2/3 vote (hands raised at meeting).

Section 3: Advisor will serve for 1 fiscal year.

Section 4: Should GOFIRST need to replace or impeach an advisor, a 2/3 vote from the officers is needed (vote done by a raise of hands at said meeting). Advisor will receive an email 2 weeks prior to being impeached. Replacing an advisor follows the same procedure as selection of an advisor.

### **Article V- Finances**

Section 1: "All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations

Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Activities Center). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve each expenditure." See Fiscal Responsibilities above

Section 2: The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the President and Treasurer and approved by a 2/3 vote from the Executive Committee. Dues must be paid within the first 2 weeks of membership status. The treasurer must maintain all financial records and shall countersign with the president for all organization transactions. Dues shall not exceed \$50 per year. to the federal government, or to a state or local government, for a public purpose.

### **Article V- Bylaws and Amendments**

Section 1: GOFIRST shall maintain and abide by a set of bylaws.

Section 2: This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the Executive Committee, not counting abstainers. Members will be given one week to consider amendments.

Section 3: Ratified amendments to this Constitution must be submitted to the Student Activities Center within (10) days.