

**Iowa State University
Autonomous Robotics Club
Constitution**

**Created: August 20, 2022
Ratified: August XX, 2022**

Article I - Name

The name of this organization is Autonomous Robotics Club at Iowa State University (ARC @ ISU) and will be addressed as ARC in the remainder of this document.

Article II - Purpose

ARC is a student-led initiative at Iowa State University including but not limited to undergraduate and graduate students in the fields of science, technology, engineering and mathematics (STEM). The group designs and builds an autonomously navigating robotic system to compete in annual competitions that include the Artificial Intelligence Driving Olympiad (AIDO) and the Annual Intelligent Ground Vehicle Competition (IGVC).

In addition, the club will provide members with opportunities to gain mentorship from faculties at Iowa State University, other academic institutions, and people in the industry that can aid with the different aspects of the club.

Consequently, the members of ARC will be challenged to create an atmosphere of community and excitement among students, learning from and teaching other students, welcoming prospective students and community members, connecting students with faculty and community through projects, activities, and demonstrations.

Article III - Statement of Compliance

ARC abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. ARC agrees to annually complete President's and Treasurer's Training.

Article IV - Non-Discrimination Statement

Iowa State University and ARC do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V - Membership

Section 1: Eligibility Requirements for membership in ARC

1. Membership shall be open to all Iowa State University students.
2. Members must have a minimum cumulative GPA of 3.00
3. Prospective members must pay the club dues that will be decided by the current executive, agreed upon by the rest of the club by a simple majority. The club will look for sponsorship opportunities.
 - a. As of August 2022, The dues are set at \$10 a semester
4. Once dues are paid, members have the ability to vote in elections and stand for executive positions, travel for competitions, etc.
5. Membership to the club will be capped at a threshold determined by majority vote at the beginning of each school year.
 - a. The threshold cannot be voted on to be lower than the current membership count.
 - b. Count includes executives, team leads, and general members, but excludes mentors.
 - c. A waitlist will be formed for students who want to join the club when full.
 - d. The waitlist will be ranked by seniority and reviewed monthly for possible admissions.
 - e. As of August 2022, the total member threshold is set to 20

Section 2: Expectations from each member of ARC

1. To be present and participating in 50% of meetings in a semester and to be present for all required meetings in the weeks leading up to a competition.
 - a. Members can contact the executives for an exemption.
 - b. Exempting too many meetings is ground for membership revocation at the end of the semester.
2. To look for mentorship opportunities in the community and discuss them with other club members
3. To help other club members with their assigned tasks and get involved with different aspects of the club. Communicate with a more experienced member for help
4. To ensure a safe, inclusive, and friendly environment for all members and mentors
5. The following steps should be followed when assessing revocation
 - a. If a member fails to attend at least 50% of meetings in a semester the current executive members will contact them to assess member interest.

- b. The executive holds the right to revoke membership if member is not active or responsive.

Article VI - Officers

Section 1: Offices, Duties and General club structure

1. President

- a. Plan, schedule and preside over regular general meetings.
- b. Serve as a representative of the organization to the rest of campus.
- c. Maintain regular communication with the organization's Advisor.
- d. Ensure the organization is operating in accordance with Iowa State University and Student Activity Center standards.
- e. Work with the rest of the officers to ensure the stability of the club.
- f. Will run technical meetings.
- g. Will work with the team on decomposition of tasks, creating target deadlines, ensuring blockage removal, and assisting the team.
- h. Help minimize potential risks for club activities
- i. Recommend risk management policies or procedures
- j. To submit documents to ISU's Risk Management office
- k. To ensure that proper waivers and background checks are on file with the Risk Management for events if applicable.

2. Co-president

- a. Assisting the president in duties and distributing them as the president and the co-president deem fit.

3. Treasurer

- a. Communicating with other executive members the financial situation of the club
- b. To collect dues and keep records of which members have paid dues
- c. Taking charge of communicating with sponsors on club progress and how the money is being used at least once every semester.
- d. Handle the club's purchases using the purchasing card (P-card) after confirming purchases during club meetings with general members

Section 2: General Officer Eligibility Requirements

1. Minimum of 3.00 GPA
2. Paid dues and actively participating in meetings, measured by 50% over the semester.
3. Must be enrolled students in undergraduate or graduate programs

Section 3: Election to Office Statement

1. Election of officers will require a majority vote from the general membership.
2. Elections are to be held by secret vote.
3. If a candidate fails to receive a majority of votes, a runoff election will be held with the top two candidates that received the most votes.
4. Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy as well as those set forth in Article VI Section.
5. Two normal elections take place: one at the end of the academic year where president and treasurer are to be elected and the second election takes place at the beginning of the academic year to fill remaining vacant positions.
6. Before any elections, notice will be given to members at least seven (7) days before elections are to take place.
7. Elections shall take place during the regularly scheduled meeting times.
8. Should the president position be vacant, the co-president will assume the president's duties until elections can be held.
9. Should any other position be vacant, the executive officers can decide to hold an election abiding by the constitution of the club

Section 4 – Term of Office Statement

1. The term of office will be academic calendar year, starting in the fall semester or until their graduation.
2. Officers who wish to carry over their officer position to the next year are allowed to maintain their position if no one wishes to run against them in an election. However, a speech is still required to be given in front of the members.
3. In the case that an officer is elected at a later date, they will only occupy their position until the next set of elections.
4. All elected officers shall comprise the Executive Committee of the organization.
5. Beyond regularly scheduled club meetings, the Executive Committee shall meet separately to discuss organizational goals, upcoming events, and to ensure any conflicts within the club are resolved in a timely and effective manner.

Section V – Officer Impeachment/Resignation Statement

1. In the event that an officer fails to meet the eligibility requirements, they will be asked to immediately step down.
2. In the event of a vacant office, the club will hold special elections to fill vacancies.
3. If an officer feels that they are unable to perform their duties to the best of their abilities, they may voluntarily step down from their elected office.
4. Impeachment may occur if officer actions are deemed inappropriate by the membership, or if the officer consistently fails to perform his/her duties.
5. The impeachment process shall be initiated by request to the advisor and a second by another member.
6. Seven (7) days notice shall be given to the general membership about an impeachment vote, which shall take place at a weekly club meeting.
7. Officers may be removed from office by $\frac{3}{4}$ votes of all members. During the impeachment process, the officer is allowed to speak but will be required to leave the room during final discussion and voting.
8. Impeachment voting will be conducted by secret ballot.

Article VII – Advisor

Section 1: Advisor roles, duties and term of office

1. ARC will have an Iowa State University advisor whose mentorship will contribute to the betterment of the club.
2. The advisor candidate will be selected by the officers. If they accept the position it goes to a general vote amongst club members. A $\frac{2}{3}$ majority vote is needed to confirm the advisor. If the members reject the advisor the officers will repeat the process.
3. The advisor serves until resignation, death, or impeachment.

Section 2: Advisor Impeachment

1. An Advisor may be removed from office by $\frac{3}{4}$ votes of all members, during the impeachment process the advisor is allowed to speak, but will be required to leave the room during final discussion and voting.
2. The impeachment process shall be initiated by the officer committee.
3. Impeachment may occur if advisor actions are deemed inappropriate by the membership, or if the advisor consistently fails to perform his/her duties.
4. Impeachment voting will be conducted by secret ballot.

Article VIII - Finances

Section 1: Organization Funds

1. Any monies or items of value received through organization activities or associated with this organization are classified as belonging to the organization.
2. All monies belonging to this organization shall be deposited and disbursed through a bank.
3. The bank account established for this organization must be with the Campus Organizations Accounting Office and/or an approved institution/office (if authorized by the Campus Organizations Accounting Office).
4. All funds must be deposited within 48 hours or 2 business days after collection.
5. Upon the dissolution of the club the remaining funds status will be determined by the current president, treasurer and advisor.

Section 2: Use of Funds

Funds will be used to promote STEM outreach, public and member interest of the organization, promote the welfare of the members, and for tools, materials, and services required for the construction of club robots.

Section 3: Organization Fees

1. The organization may establish reasonable dues that must be paid by all members.
2. Dues will be determined by the officer committee and can not exceed 30 dollars.
3. The Treasurer shall maintain documentation regarding members who have and have not paid dues.
4. Dues must be paid to the Treasurer, preferably through the online club marketplace.

Article X - Amendments and ratifications

1. This constitution may be amended and subsequently ratified at any time with a 75% of the general members.
2. Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days.
3. All officers must be present at the voting of the ratification.
4. Ratification of a constitution shall be voted on during a general meeting.