

Bylaws for Student Organizations

Embry-Riddle Aeronautical University, Daytona Beach

Initial adoption of bylaws requires a majority vote of the membership present at an organization meeting. You can adopt the bylaws in their entirety in a single motion, or vote section by section. Once adopted, bylaw amendments normally require advance notice and a two-thirds vote for adoption. Unlike Standing Rules, bylaws cannot be suspended, even by unanimous vote.

In addition to turning in a copy of your bylaws to Student Activities & Campus Events and uploading them into Connection, it is a good practice to distribute paper or electronic copies to all of your members on an annual basis and to keep a current copy on file with your minutes.

By-Laws

Robotic Warriors at

Embry-Riddle Aeronautical University, Daytona Beach

ARTICLE I

NAME

Section 1

The name of this organization shall be the **Robotic Warriors** at Embry-Riddle Aeronautical University, Daytona Beach.

ARTICE II

PURPOSE

Section 1

The purpose of this organization is to teach and learn about combat robotics through designing, building, hosting, and competing in combat robotics competitions.

ARTICLE III

AUTHORITY

Section 1

This organization is a recognized student organization at Embry-Riddle Aeronautical University, Daytona Beach and adheres to all campus policies as set forth by the Department of Student Engagement, Student Union (SESU).

Section 2

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 3 The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV **MEMBERSHIP**

Section 1 Membership in the organization shall be open to those regularly-enrolled Embry-Riddle Aeronautical University, Daytona Beach students.

Section 2 Current and prospective members must be in good academic standing with the university. They also must maintain a minimum cumulative 2.0 grade point average each term. Active members must be enrolled in at least six credits at the Daytona Beach location (three units for graduate students) each semester.

Section 3 Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 4 Any club member can extend an invitation to join the club, however, only members who have attended a majority of general meetings, participates in at least one team or committee, paid dues, and have completed their safety waiver may vote in any and all elections/votes.

ARTICLE V **OFFICERS**

Section 1 The officers of the club shall be President, Vice President, Treasurer, Secretary, Safety, Public Relations (PR), and three positions of Technical Advisor (TA).

Section 2 **Duties of Officers:**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs.

The President shall be an ex officio member of all committees. The President shall have such further powers and duties as may be prescribed by the organization.

- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant. The Vice President will work closely with the President to accomplish any needs of the club. The Vice President must be included in all correspondence the President has with outside groups/entities.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements. The Treasurer must make the budget packet available to all elected officials before submitting it to maintain transparency. The Treasurer shall preside over the Fundraising Committee.
- d. The Secretary shall take minutes at all formal meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization and is in charge of making any and all formal announcements. The Secretary shall create agendas for all formal meetings. The Secretary shall preside over the Competition Planning Committee.
- e. The Safety Officer shall be responsible for maintaining/ organizing the clubs safety equipment. They are responsible for making sure that any and all members of the club are using/adhering to proper safety requirements of both the club and the university. They may make requests that must be approved by both the President and Treasurer for proper safety equipment. The Safety Officer is tasked with drawing up any needed safety waivers, which needs the approval of the President and the advisor. The Safety Officer shall preside over the Safety Committee.
- f. The PR Officer shall be responsible for the management of all club social media and promotional events including fundraising events, activities fairs, and any other off/on-campus events. The PR Officer is also responsible for creating displays for all events utilizing the PR Committee. The PR Officer shall preside over the PR Committee.
- g. The TA's shall preside over all active robots in all phases of design and give approval for teams to move on to the next phase. TA's will also be responsible

for managing Build-a-Bot. TA's will preside over lab hours. One TA must be present at every competition attended by the club. The TA's will keep in constant communication with the Officer Board and attend all Officer Meetings to provide updates on the progress of each robot.

Section 3 Qualifications necessary to hold office in this organization are as follows:

To be eligible for office, candidates must be in good standing and regularly enrolled students at Embry-Riddle Aeronautical University, Daytona Beach. Additionally, potential officers must have been a member for 1 semester, attended over half of general meetings and the meetings for the teams/committees they signed up for, must have paid their dues, signed their safety waiver, and must understand the position and duties of the position they intend to run for. Additionally, the President must have been an officer for at least 1 full term. TA's must have prior robotic experience and/or knowledge.

All officers must maintain a minimum overall 2.5 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six credits (three credits for graduate students) each semester while holding office. While in office, Officers must attend a majority of meetings.

No member may hold more than one office. No member may serve more than two years in the same office.

ARTICLE VI **SELECTION OF OFFICERS**

Section 1 All officer positions will be selected annually before the final spring semester meeting and shall take place at the general meeting of the organization at which a quorum is present. A two-week notice shall be given to all club members before the election takes place.

Section 2 Nominations for officers shall be made at the general meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves or others for an office. Members have a right to deny their nomination.

Section 3 The officers shall be elected in this order: President, Vice President, Treasurer, Secretary, Safety, PR, and the TA's.

Section 4 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the

result of the revote is still a tie, the election shall be decided by the former President.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation. This candidate will still have to present a speech and answer questions from the club before the acclamation is made.

Section 6 Officers shall assume office on the last general meeting day of spring and shall serve for one year. A full transfer of power will occur during this general meeting.

Section 7 Officers may be recalled from office for just cause. There are two ways to initiate a recall election, the first way is to have a petition signed by 1/2 of the voting members that must be submitted at a general meeting and a recall vote shall be taken at the next general meeting. The second way is if the officer board wants to remove an officer, a unanimous vote within the remaining officer board is required. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 8 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the general meeting 2 weeks after the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII **MEETINGS**

Section 1 General meetings shall be scheduled weekly during the academic year. Officer meetings will be scheduled weekly. Officers will meet with TA's at the weekly Officer meetings. Meetings can be cancelled at the discretion of the Officers.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting

membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted. Absentee is defined as not being physically or virtually present during the election process.

Section 5 In order to vote a member must be in good standing. Good standing is defined as a GPA of at least 2.0, attended at least half of the club meetings for the current semester, paid dues, submitted a safety waiver.

Section 6 The lab hours will be at the discretion of the Officer Board and the TAs and decided on a semesterly basis. This will be an open time where at least one TA will be present to advise all teams on their robots. At least one member of the Safety Committee must be present at all lab hours.

ARTICLE VIII **ADVISOR(S)**

Section 1 The organization shall appoint a full-time faculty or staff member employed by Embry-Riddle Aeronautical University, Daytona Beach to serve as the university advisor to this organization as required by the University. Auxiliary staff, part time staff, and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the *Advisor Agreement Form*. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE IX **EXECUTIVE COMMITTEE**

Section 1 The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2 The Executive Committee, when enacted, shall meet weekly, unless otherwise specified, during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3 When necessary, Executive Committee business can be conducted via email or via online meetings at the discretion of the Officer Board.

Section 4 The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to act in the event action must be taken prior to the next meeting.

Section 5 The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X **STANDING AND AD HOC COMMITTEES**

Section 1 The organization shall have the following standing committees: Membership, Safety, Bylaws, PR, Fundraising, and Competition Planning.

Section 2 The duties of each of Standing Committees are as follows:

Membership- Each member will be a part of a team and will regularly work with their team and attend meetings to complete their robot.

Safety- Will create proposals for safety equipment and enforces safety infractions when they occur. They will also plan safety trainings for members. They will also peer review any needed safety waivers created by the Safety Officer.

Bylaws- Will oversee the Bylaws and will update them as well as write them as the club progresses.

PR- Will be responsible for advertising for all events, including events being run by other committees. They assist the PR Officer with social media updates and upholding the brand of the club. They will be designing and creating merchandise and helping the PR Officer with their designated responsibilities.

Fundraising- Will create and execute fundraisers. They are also responsible for coordinating joint fundraising with other organizations.

Competition Planning- Once teams decide which competition they want to attend, this committee will plan travel and logistics. They will also create an itinerary for all competitions.

Section 3 The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

Section 4 The President shall appoint the chairpersons and determine the qualifications of all members for all committees.

ARTICLE XI **FINANCES**

- Section 1** Membership dues shall be \$15 which will be paid once in the Fall. If a member joins in the Spring, they are still expected to pay \$15 in full.
- Section 2** Dues shall be paid within two weeks of joining the club. No late fees for dues shall be implemented. However, if dues are not paid the member will not be eligible to vote in any and all elections, will not receive any club merchandise, and will not be eligible to attend any meetings, tournaments, or competitions with the team.
- Section 3** Members who have not paid their dues by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
- Section 4** The Executive Committee shall propose an annual budget to be voted upon no later than the second general meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$1000.
- Section 5** Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICE XII

DISCIPLINE OF MEMBERS

- Section 1** When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies. If a major safety violation occurs, and removing the member could be appropriate, see Section 5.
- Section 2** The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

- Section 3** The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then, by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.
- Section 4** By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.
- Section 5** When a major safety violation occurs that could cause substantial harm to people or property, an emergency Executive Committee meeting must be enacted. At this meeting, a unanimous vote will be needed to remove the member. If the vote is passed, immediate notification must be given to the member after they have given a written or verbal defense. An Incident Report (IR) will be written by the Safety Officer.
- Section 6** If a majority of general members agree that a TA is not fit for the position, a petition can be started to remove them from the position. If two-thirds of the members sign the petition it can be presented to the Officers. Then the process of disciplining of the TA begins. If a two-thirds majority vote of the general members agree, the TA will be removed from the position. Then the Officers will appoint an interim TA until an election can be held based on the standards set in Article VI Section 8.

ARTICLE XIII **AMENDMENTS**

- Section 1** Proposed amendments to these bylaws shall be presented to the membership, in writing, a week prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.
- Section 2** Bylaw amendments require approval by two-thirds of the voting members present at a general meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.
- Section 3** A copy of any amendments to these bylaws must be submitted to the SESU office at Embry-Riddle Aeronautical University within two weeks after adoption. In addition, a current copy of these bylaws will be found on the organizations Campus Groups page.

These bylaws were adopted on [04/07/2022] and most recently revised on [04/07/2022]