

Articles

1. Mission

To provide a support platform where individuals interested in robotics can participate and engage in their passion for robotics and to promote robotics in our community and amongst students.

2. Membership

Membership for Carleton University Robotics Club is open to all students enrolled at Carleton University. Each member is required to pay ten (10) dollars determined by the club executive at the start of the academic year.

3. Executive Role Description

All members of the executive team are bound to the role descriptions outlined below. Each executive member is given one vote during every election or voting period, even if this executive member is fulfilling more than one executive position. Each executive position will also be given an email address with the @carletonrobotics.com domain that they are to check every 48 hours. All executives must appropriately represent the demographics of Carleton University Robotics Club and act in the best interest of the club's members. A notice of 7 days should be given to all executive members before an executive council meeting is called.

3.3.1 Duties of the President shall include but are not limited to:

- 1) Overseeing all club activities, the morale of the team and ensuring smooth running of the Carleton University Robotics Club;
- 2) Leading the team to meet all goals determined at the beginning of each term;
- 3) Encouraging team building and cooperation between all members and resolving conflict when necessary as deemed necessary by Article 6;
- 4) Oversee all administration activities;
- 5) Approving CCR for all Carleton University Robotics members; and
- 6) Maintain contact with affiliates in the Engineering Department, student-run groups and other groups within the community related to the club's aid.

3.2 Duties of Vice President (General) include but are not limited to:

- 1) Assume all Presidential roles and responsibilities should the President be unavailable;
- 2) Ensuring a high team morale at all times and smooth running of Carleton University Robotics Club; and
- 3) Oversee all administration activities.

3.3 Duties of the Chair include but are not limited to:

- 1) Taking minutes for all executive team meetings (and electing someone to keep minutes if absent) and responsible for posting within 24 hours of the meeting;
- 2) Encouraging team building and cooperation between all members and resolving conflict when necessary as deemed necessary by Article 6; and
- 3) Ensuring completion of tasks and assisting to come up with viable solutions when problems arise.

3.4 Duties of VP Events include but are not limited to:

- 1) Developing a calendar of events and deadlines prior to the start of the school term after consultation with other executive members;
- 2) Booking the event room and informing executive team;
- 3) Managing and securing the event logistics (Materials required. Equipment, Food, etc.); and,
- 4) Appropriately represent the demographics of Carleton University Robotics Club and act in the best interest of the club's members.

3.5 Duties of VP Finance includes but are not limited to:

- 1) Responsible for recording, tracking, and maintaining all financial matters in the club,
- 2) Completes all payment transactions or refunds parties for making payments on behalf of Carleton University Robotics Club;
- 3) Providing the final confirmation for any purchases that are allowed to be made on behalf of Carleton University Robotics Club; and
- 4) Attends all FAACS meetings and present the budget to the FAACS board.

3.6 Duties of VP Internal include but are not limited to:

- 1) Maintaining regular relations with all executive members and Carleton University Robotics members;
- 2) E-mailing executive team to organize executive meetings with a tentative outlined agenda at least 48 hours before the meeting;
- 3) Emailing Carleton University Robotics Club members for upcoming events at least 168 hours (7 days) before the event followed by a reminder email, and
- 4) Overseeing the content and production on the Carleton University Robotics Club website.

3.7 Duties of VP Marketing includes but are not limited to:

- 1) Updating all Carleton University Robotics Club's social media outlets;
- 2) Ensuring all contents are up to date on website;
- 3) Actively correcting any false images of Carleton University Robotics Club online;
- 4) Maintaining external relations with Carleton University Robotics Club members to recruit as volunteers for the club to one's best;
- 5) Establishing and leading a team of volunteers to help with events and administrative tasks;
- 6) Providing all interested students with information pertaining to their area of interest within Carleton University Robotics Club activities and following up to maintain external relations; and
- 7) Verifying that all marketing information is presentable.

3.8 Duties of Project Manager(s) include but is not limited to:

- 1) Ensuring all the rules outlined for projects in Article 5 are followed;
- 2) Help in organising and conducting technical workshops if available; and
- 3) Actively participate in Club Executive meetings pertaining to respective projects.

4. Directorial Role Description and Powers

- 1) Are appointed either provisionally by the president or directly by the executive council;
- 2) The appointment of provisional directors must be approved by a majority vote of the executive council; and
- 3) Directors may be granted executive voting rights through a majority vote from the executive council.

5. Advisor(s)

1. Must be a former President(s) except when impeached;
2. They must have been active in the club in the preceding 2 years;
3. The advisors shall be represented in the executive council by the preceding president, henceforth referred to as the 'Appointed Advisor';
4. In case the preceding president has an official position in the executive council or is unavailable, the President before him/her shall take his/her place as the Appointed Advisor;
5. The Appointed Advisor receives one vote in all electoral and constitutional meetings of the club;
6. The Appointed Advisor must attend all electoral and constitutional meetings of the club. Attendance by other advisors is optional. If multiple advisors attend a meeting, only the appointed advisor will be allowed to vote;
7. The Appointed Advisor can only attend other meetings through an official invite by the President; and
8. The appointed advisor must attend all meetings once 40% of the executive council votes for an advisory presence during meetings.

6. Elections

- 1) All election procedures will abide by the CUSA Clubs Policy;
- 2) All election voting is to be completed by a closed ballot vote;
- 3) Nominations should be approved by simple majority;
- 4) Annual elections should be announced at least 2 weeks prior to the date;
- 5) Before the annual election takes place, an internal election must take place where the position of president must be filled;
- 6) Current executive members can run for any open positions in the internal election. If open positions are left unfilled (or vacated), the position is then opened for annual elections.
- 7) Internal election candidates must have spent a minimum of 1 study term (excluding summer) on the executive team to fully understand Carleton University Robotics Club's goals, work ethic and culture;
- 8) Elections for positions remaining unfilled (or vacated) can be held with at least the President and/or Vice President (General) and/or Chair with the addition of 2/3 executive members;
- 9) Under circumstances that a $\frac{2}{3}$ of executive can't be present, a simple majority from the members who are present will result in a provisionally elected position until a vote from the complete executive can be taken;

- 10) Elections for positions remaining unfilled (or vacated) should be announced at least 1 week prior to the date;
- 11) Projects are approved by $\frac{2}{3}$ of the entire executive team but the President and Vice President of Finance must both approve after a formal review of the project proposal submitted by a full-time Carleton University student;
- 12) No one person may hold more than one seat of President, VP general, VP Finance;
- 13) President may only serve for one year; expect there is no successor; and
- 14) In the case that both the President and Vice President are graduating at the end of the year, an election for the presidential candidate shall be conducted in January.

7. Projects

To provide the members of the club with creative ways to learn and enjoy robotics, the club funds various short term and long term projects. The following rules detail the process of approval and conduct of the projects:

- 1) A project lead will be the author of the proposal by default unless otherwise stated;
- 2) The project lead must update the President/Vice President (General)/Chair every month regarding the progress of the project in form of meeting minutes/emails or any other mean approved by the President/Vice President (General)/Chair;
- 3) All projects must take and shared meeting minutes of all the project group meetings;
- 4) The minutes taken must list the members present, tasks completed and project milestones;
- 5) All project materials software/hardware shall be considered the property of the club and should be shared with the President/Vice President (General)/Chair during the project and passed on to the new (elected) executive members at the end of the year;
- 6) The project lead is responsible for selecting a project team and dismissing any members from the team;
- 7) Should the project team deem necessary, any conflicts can be elevated up to the executive team as described in Article 6;
- 8) A project lead may be dismissed after the reason for dismissal has been fully presented and understood by the executive team, along with a $\frac{2}{3}$ of the complete executive team vote for dismissal. Alternatively, the President, Vice- President, Chair and Appointed Advisor can dismiss the project lead through a unanimous vote;
- 9) In the event of resignation by a Project Manager, the role of Project Manager will be decided by the executive team; and
- 10) All CCR recognition will be granted by the President after approval from the project lead.

8. Conflict Resolution

In case of an internal conflict between any members and/or executive members:

- 1) All conflicts should be resolved internally within the club in all cases;
- 2) A formal incident report/complaint by all parties involved should be submitted to the Advisor and the Chair;
- 3) All parties will have a chance to present their case in a special closed door meeting to the Advisor, Vice-President and the Chair who will attempt to resolve the conflict;
- 4) In rare cases, if the Advisor and Chair determine the conflict will impact critical functions of the club, they can bring the matter to the entire executive team. The decision made by the executive vote will be binding and final; and
- 5) Any voting for conflict resolution is to be completed by a closed ballot vote.

9. Impeachment/Discipline/Expel/Suspend/Decline to Renew Membership/Resignation

This club may establish, from time to time, routine procedures for dismissing individual members who fail to pay club dues, or fail to fulfill their position duties without a genuine reason. This club may expel, suspend, or decline to renew club membership of any individual member who:

- 1) Fails to perform their executive/director duties as outlined in Article 3;
- 2) Misuses the club's name, resources, contacts and/or finances;
- 3) Fails to return the equipment as per the terms outlined in the requisition form signed at the time of issuing the equipment;
- 4) After the conflict resolution meeting, in rare cases if the President and the Chair deem necessary, a motion for dismissal of the member/executive can be brought forward. An emergency exec meeting can be called;
- 5) Any executive member can bring forth a motion for dismissal with the support of two executive members, President and/or Vice President (General) and/or Chair,
- 6) If a motion of dismissal against executive members is brought forth, 50% of the executive team must vote in favor of this motion with support of the Appointed Advisor. Alternatively, without the support of the advisor, $\frac{2}{3}$ of the executive team must vote in favor of this motion for dismissal to be final; and
- 7) A formal letter for resignation must be written to the Chair when an executive member wishes to terminate their position on the executive team.

10. Amendments

- 1) Amendments to the constitution must win a two-thirds majority vote of the present executive team; and
- 2) An amendment to the constitution must be approved by the USC Clubs Policy Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that this amendment was adopted.

11. Refund Policy

Initiating a refund policy for club members which is to include the following format and minimum standard:

- 1) A member may apply to her club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:
 - a) There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing onto the club;
 - b) A member may only apply to her club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances; and
 - c) Extenuating circumstances include, but are not limited to: Serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and, Any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.
- 2) Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.

12. Dissolution

The club may be dissolved if deemed necessary by the members in a unanimous vote at an Executive Council Meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Executive Council.