Article I: Name, Purpose, and Non-Discrimination Policy

Section I: Name
The official organization name is ‘Oregon State Robotics Club’. The club may also be referred to using acronyms as “OSU Robotics Club” or “OSURC”.

Section II: Purpose
The purpose of the Oregon State Robotics Club is to offer a fun and productive environment for people of all levels of robotics experience to explore the field of robotics and expand their skills in that field.

Section III: Non-Discrimination Policy
Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status. Additionally, the Oregon State Robotics Club will not restrict general membership based on academic majors or minors, academic year, or level of expertise in robotics.

Article II: Club Structure

Section I: Advisors
The Oregon State Robotics Club is overseen by one or more faculty advisors within the College of Engineering’s School of Mechanical, Industrial and Manufacturing Engineering and School of Electrical Engineering and Computer Science.

Section II: Executive Committee
The Oregon State Robotics Club will be governed by a committee of all club officers, elected annually by the active members of the Oregon State Robotics Club. Officers of the executive committee must be members of the general club body for at least one school term prior to being elected.

Section III: Appointed Positions
The Oregon State Robotics Club will have special positions appointed by the executive committee to perform specific club duties. All special appointees must maintain membership to the general club body during their tenure.

Section IV: Club Membership Body
All participants in the Oregon State Robotics Club will belong to the general Oregon State Robotics Club membership body. All members have basic access to club-exclusive events, certain club resources, and may officially affiliate with the Oregon State Robotics Club. All members of the executive committee and special appointees must be recognized in the general club membership body.
Article III: Membership

Section I: Members
A member of the Oregon State Robotics Club is any person who holds recognized membership status by meeting the membership requirements defined in Article III, Section II.

Section II: Membership Requirements
To obtain or maintain membership in the Oregon State Robotics Club, all members must meet the following requirements:

- Members must be currently recognized students enrolled at Oregon State University.
- Members must adhere to Oregon State University Student Conduct Regulations and OSU policies as specified by the University.
- Members must adhere to Oregon State Robotics Club policies when using club resources or space.
- Members must pay annual membership dues determined by the Oregon State Robotics Club.

Section III: Membership Fees
All members must pay an annual membership fee to join Oregon State Robotics Club, set each year by a majority vote of the executive committee. This fee shall decrease in cost after the end of each term during the current OSU school year. Membership lasts from the time of payment until expiration which occurs exactly one week before the first day of following school year’s Fall term at OSU.

The Elected Leadership shall be able to establish exceptions to this fee that shall be reviewed annually by the newly elected officers.

Section IV: Active Member Status
Active members of the Oregon State Robotics Club are persons who have paid annual dues, are in good standing with the club, and meet all of the requirements in Article III, Section II. Use of any club resources, laboratory space, or equipment or participation in exclusive club projects is permitted only to active members unless otherwise determined on a case by case basis by the executive committee.

Section V: Procedure and Grounds for Revocation of Membership
In the event that an Oregon State Robotics Club member severely violates membership requirements or club policies, their membership may be revoked by club leadership under the following process:

Any executive officer may present a motion for revocation of a club membership during a regular executive meeting. After the motion is presented and discussed, the motion may be passed if two-thirds of the active officers vote in favor. All officers, special appointees, and advisors must be notified of the passed motion immediately.

The member whose membership was revoked will have one week to appeal the decision to the executive committee or club faculty advisor. This appeal shall be presented to the faculty advisor who has ultimate authority over revocation of the membership. Revocation of membership will remove all benefits, use of club resources, and participation in club projects from the member.
Article IV: Club Officers and Appointed Positions

Section 1: Officer Positions and Responsibilities
The club shall maintain the following officer positions to operate the club. All officers are responsible for being present at executive meetings, supporting and planning club activities, and bearing primary responsibility for their enumerated duties in this section.

- **President**
  - The President manages and oversees the general operation of the club and holds the primary authority to hold and lead club meetings, delegate tasks, and act as the primary contact for the Oregon State Robotics Club.
  - **Responsibilities**
    - Primary authority for all club activities and financial transactions
    - Figurehead for the club
    - Primary contact for the club
    - Maintains the club vision and mission
    - Directly manages other officers within the club
    - [Officially registers the club with OSU](#)

- **Vice President**
  - The Vice President assists the President with general club operation responsibilities, is responsible for internal club bulletin communications, manages special appointed club positions and takes over all Presidential duties during absences of the President.
  - **Responsibilities**
    - Assist the President with club activities
    - Management of general club operation and day-to-day operations
    - Responsible for internal communications
    - Directly manages special appointed positions within the club

- **Treasurer**
  - The Treasurer manages the handling of all Oregon State Robotics Club financial accounts. Other major duties include handling donations, reimbursements, financial transactions, and assisting the President in procuring club materials.
  - **Responsibilities**
    - Manage income and expenses of club financial accounts
    - Handle donations and member fees
    - Handle reimbursements
    - Helps procure expensive club materials and equipment
    - Creates and manages club financial documents

- **Web Developer**
  - The business manager handles and manages the marketing, event logistics, and project accounting of the club and its project teams.
  - **Responsibilities**
    - Ensure OSURC’s site functionality
    - Keep site content up-to-date
    - Work with club leadership to develop new features as desired
    - Help club members/leadership post new content to the website
Document existing systems to help future web developers maintain OSURC’s web presence.

- Secretary
  - The secretary handles various administrative tasks for the club, including taking notes at executive meetings, maintaining club online content, and overseeing documentation of the club’s activity, history, and other documents.
  - Responsibilities
    - Takes notes at executive meetings
    - Maintains club information on its website and social media sites
    - Documents club activity and history
    - Maintains club documentation sources including physical library, Google Drive, GitHub, and others

Section II: Appointed Positions
Appointed positions are proposed and voted in by the executive committee. To create an appointed position, an officer must propose an appointee for a specific position during an executive meeting. This proposal must include specific responsibilities and a specific title for the position. The appointee may be accepted if the committee gives a majority vote in favor. Appointed positions must be members of Oregon State Robotics Club. Appointed positions end their tenure at the end of the OSU school year, and must be reappointed the following year to keep the position.

Any position may be created and voted in by the executive committee. The following is a list of suggested positions to appoint:

- Lab Manager
- 3D-Print Manager
- Documentation Manager
- Team Project Leads (Aerial, Rover, Underwater, etc.)
- Business Manager
- Marketing Director
- Logistics Director
- Accountant

Section III: Officer Requirements
All acting officers and officer candidates in Oregon State Robotics Club elections must be active members of the Oregon State Robotics Club and students in good standing enrolled at Oregon State University. Officers must to the best of their knowledge be available to serve in their executive role for their entire elected term. Club offices may only hold one listed officer position at a time but may change positions if they resign from their previous position.

All officers must attend regularly scheduled executive meetings throughout the term. Without the consent of the executive committee, being absent from three consecutive executive meetings or for more than four scheduled meetings per term are a cause for officer removal unless a prior arrangement has been made with the rest of the executive committee.
Section IV: Officer Term Duration
Each officer is elected for one year starting at the term in which they are elected.

Section V: Officer Election Schedule
Elections are to be held between week six and week ten of Spring term each year. Nominations take place from weeks 6 to week 7, nominations must be accepted by the end of week 8, and elections take place from weeks 9 to week 10. Election results must be finalized and made known to club members during finals week of Spring term.

Section VI: Officer Election Procedure
Between week five and week six of Spring term, candidate nomination will take place. Candidates may be nominated by themselves or by any active member or advisor of the Oregon State Robotics Club during this period. No more nominations shall be accepted after the end of week six. Candidate nominees must be notified of their nominations immediately and have until the end of week seven to accept the nomination. Only candidate nominees who have been nominated and accepted their nomination by the end of week seven will be allowed to run in the officer elections as candidates.

All active club members must be notified of the candidate nomination procedure and election procedure before the candidate nomination period begins. Nominations will be organized and carried out by the executive committee and all special appointees.

Between week eight and week ten of Spring term, elections will begin. At the beginning of week eight, all active members should be presented with the running candidates and a method to submit votes. All voting shall cease after the end of week ten, in which the votes will be counted and all club members shall be notified of the winning candidates in each category. Candidates who win in multiple categories have until the Friday of Spring term finals week to decide which position they wish to fill. The unchosen positions will go to the second place candidate in the respective categories. All club members must be notified of the final elected officers at the end of finals week.

The election process will be organized and carried out by the executive committee and all special appointees, but the process must be supervised by the club faculty advisors to ensure fairness.

Section VII: Procedure for Removing Officers and Appointed Positions
In the event that an officer is to be removed from their position, a formal motion in the executive committee must be put forth by a club officer on grounds that the officer in question has severely violated club policy of has not fulfilled their enumerated duties. In the event of such a motion, the officer in question for removal must be notified within less than one week and be given time during the next executive meeting to contest a request for removal before any votes can take place.

After the response from the officer or one week from the initial motion, whichever is first, the executive committee may vote to remove the officer. A two thirds majority of the acting officers, excluding the officer to be removed, must be in favor of removing the officer in order to proceed further in the removal process. If the executive committee votes to remove the officer, they must take the issue to a faculty advisor for final approval.

The faculty advisor must notify the officer voted to be removed, and the officer voted to be removed may appeal the executive committee’s decision through the faculty advisor. The officer voted to be
removed will officially be removed if the faculty advisor approves the executive committees’ decision. If an officer is removed, the removal process does not simultaneously revoke their general club membership.

This procedure for removing officers also applies to appointed positions, but without requiring involvement of the faculty advisor.

**Section VIII: Non-Presidential Officer Vacancies**
In the event of all officer vacancies except for a vacancy of the presidency, an acting officer will be appointed by the executive committee to serve the remainder of the vacated term. This appointment must be voted on and affirmed by the executive committee within a week of announcing the appointee.

**Section IX: Presidential Vacancies**
In the event of a vacancy of the office of President, the current Vice President will assume the role for the remainder of the term and vacate the position as Vice President. If no officer is currently serving as Vice President at the time of the Presidential vacancy, the executive committee will hold an emergency election for a new club President.

**Section X: Club Finances**
The President and Treasurer shall be solely responsible for the movement of all funds in the Oregon State Robotics Club accounts recognized by Oregon State University. This account may be segmented into sections for general use and specific project use. All project funds allotted to an active project will remain with the project until it is deemed inactive by the executive committee. All general purpose club fund use totaling over $250 must be approved by the basic majority of the active executive committee prior to reimbursement.

**Article V: Faculty Advisors**

**Section I: Faculty Advisors**
The Oregon State Robotics Club must maintain a minimum of one faculty advisor throughout the year. For each sponsoring department, there must be at least one faculty member with that department acting as club faculty advisor.

**Section II: Role of Faculty Advisors**
Faculty advisors act as an official liaison between Oregon State University and the Oregon State Robotics Club. Officially, at least one faculty advisor must be responsible for supervising officer elections, reserving spaces and resources requested by the club leaders that is not otherwise attainable directly by the club officers, and acting as an arbitrator in events relating to the removal of members of officers.

Advisors may choose to offer ideas or guidance to the club as they see fit, but do not directly oversee any governing operations of the club. Faculty advisors are not required to attend club meetings, but may be encouraged to periodically attend executive meetings.
Section III: Project Advisors
Oregon State Robotics Club projects may have any number of faculty project advisors who are not restricted to any school or department, and do not have to be an Oregon State Robotics Club faculty advisor.

Article VI: Amendments and Changes to the Constitution

Section I: Methods for Amendments:
Any amendment to the Oregon State Robotics Club Constitution must be proposed to the executive committee in writing. The executive committee must hold an initial vote on the proposed amendment at or before the next scheduled executive meeting.

Once an amendment is formally proposed in writing, the executive committee must vote on the proposed amendment within one week of the last proposal. Ratification of the proposed amendment requires a minimum majority of two-thirds of the active club officers on the executive committee plus one person in favor of ratifying the amendment. All non-present executives must be given notification of the initial vote and are given a one week period to cast an absentee vote. If the described majority is achieved within one week of initial vote on the amendment, it is ratified.

Upon ratification, a constitutional amendment may be put into effect immediately and no later than the end of the first week of the subsequent academic term, except in cases of removing an officer position.

Section II: Amendment Content
Any proposed amendment to this constitution may not compromise the standing of the Oregon State Robotics Club with Oregon State University or any sponsoring departments.

Section III: Replacing or Revising the Constitution
The Oregon State Robotics Club may redraft or replace the constitution prior to renewing the annual club status with Oregon State University. Replacement of the constitution requires a vote in favor by two thirds plus one majority of acting officers of the Oregon State Robotics Club.

Article VII: External Relations

Section I: Club Autonomy
The Oregon State Robotics Club will maintain self governance and remain a distinct separate entity from all outside organizations. No sponsored project within the club may enter a partnership that compromises Oregon State Robotics Club. An underlying tenant of the Robotics Club, is that it will always maintain it’s independence from external sources of control. This extends from Professors within to external corporate sponsors. A rule of thumb that can be used, is “does the Robotics Club have the final authority for this project?” If the answer to the following question is yes, then feel free to proceed. Otherwise, careful thought should be put into whether the project is one the Robotics Club should take on.

Section II: Relationship with Oregon State University
The Oregon State Robotics Club will maintain strong ties and good standing with Oregon State University and any academic department acting as an official club sponsor. This includes efforts to retain
sponsored organization status, generally participating in sponsoring department events, and abiding by University, College, and Departmental guidelines.

**Article VIII: Club Involvement in Events**

**Section I: Club Events**
The Oregon State Robotics Club will plan and host multiple events during Fall, Winter, and Spring term for club members and in some limited regard for the general public. Events will be conducted that encourage learning and development of robotics that contributes to the overall mission of the Oregon State Robotics Club including workshops, competitions, and seminars.

**Section II: External Events**
The Oregon State Robotics Club may participate in events organized outside of the club including external competitions, university events, and industry events. All Oregon State Robotics Club representatives at external events are to behave appropriately in a manner that positively promotes both the club and the university to the public.

**Article IX: Club Laboratory Usage**

**Section I: Club Laboratory Spaces**
The Oregon State Robotics Club will maintain a minimum of one laboratory workspace for club related robotics projects. More spaces may be utilized by the Oregon State Robotics Club, and any room in which the Oregon State Robotics Club provides long term access to may be considered a club laboratory space.

**Section II: Access to Members**
All active Oregon State Robotics Club members may access laboratory spaces, when open or if they have been given door access codes. Access codes must be specifically requested by active members wishing to gain access to laboratory spaces. Individual members may work in lab spaces, and use basic general purpose tools for robotics related projects. Any club resources taken must be used in the lab for a project and may not be removed from the lab for later personal use. Materials not labeled for general use are typically external project materials and should not be used for personal projects before confirming that they are free to use.

All personal materials must be cleaned up and properly stored prior to leaving the work space. All personal project materials are the responsibility of their owner and the club maintains no responsibility over storing such items. The Oregon State Robotics Club reserves the right to reorganize or remove any materials left unattended in the laboratory.

**Section III: Access to External Projects**
Officially recognized external projects may be granted special team privileges in utilizing Oregon State Robotics Club laboratory spaces. Reasonably sized project materials and creations may be stored in club laboratories with approval from the President. Restrictions on unattended or long term work space use are relaxed for legitimate project use. External projects may not indefinitely hold large areas of laboratory space or general equipment for exclusive project use but may temporarily claim spaces
necessary for project operations. All non-essential space used by external projects should be kept clean for use by other members.

**Section IV: Access to Non-Members**
Non-members are permitted in laboratory spaces only when accompanied by an active club member for purpose of promoting the club or university and/or advising purposes. Equipment and resource use by nonmembers or anyone not authorized to work in the laboratory is generally prohibited aside from specific uses authorized by officers.

**Section V: Laboratory Equipment**
The Oregon State Robotics Club will provide the use of laboratory tools to members only, given they are used in the Oregon State Robotics Club laboratory. To prevent tool loss, all general purpose laboratory equipment must generally stay in the laboratory, unless it is being used for an Oregon State Robotics Club related project.

All tools and equipment owned by external project teams must be labeled separately as such and generally kept in project specific storage areas. General use tools that do not belong to any specific project must be kept in an accessible area and may not be removed for extended durations by any project without the consent of the executive committee and other external project leaders.

Removal of any laboratory equipment containing an OSU asset tracking tag from Oregon State Robotics Club facilities must be approved by a club officer.

Willful destruction, defacement, or theft of any laboratory equipment may compromise a member’s laboratory access and member status.

**Section VI: Laboratory Safety**
All members using Oregon State Robotics Club laboratory spaces must use the spaces and all equipment safely. This includes proper use of tools and machines and the use of any appropriate safety equipment including gloves, eye protection, hearing protection, and respiratory protection when necessary.

Members not familiar with particular tools are not permitted to use or operate that particular tool without proper knowledge and training. This applies chiefly to shop equipment that is powered or poses a serious risk to bodily injury, destruction of work spaces, or damage to nearby projects.

Any member may report unsafe activity to the Oregon State Robotics Club executive committee or any external project leader. Repeated unsafe activity in the laboratory may lead to loss of laboratory access or removal from the Oregon State Robotics Club.

**Section VII: Laboratory Security**
All Oregon State Robotics Club laboratory rooms are to be kept locked when no club members are monitoring the rooms. Any door codes must be reset after entering, and must not be given out to non-club members. Laboratory areas may also be monitored by club members or security systems. Only members with valid after hours building passes may be in the laboratory after normal building hours.
Section VIII: Laboratory Cleanliness
All members and projects using any Oregon State Robotics Club laboratory will keep any workspace used clean, generally usable as a workspace, and return all materials and laboratory equipment to proper storage. Any materials left out are subject to being relocated or removed from laboratory areas at the discretion of club officers or project leads.

Article X: Property Rights
All items, monies, materials, equipment, tools, parts, and software purchased by the Oregon State Robotics Club, donated to the Oregon State Robotics Club, or reimbursed with Oregon State Robotics Club funds are considered property of the Oregon State Robotics Club. Additionally, any items left unattended in laboratories and spaces under the domain of Oregon State Robotics Club may be altered, modified, damaged, moved, or disposed of without the original owner’s permission. Projects and other items that have been assembled or created using property owned by the Oregon State Robotics Club are also considered property of the Oregon State Robotics Club.

Property owned by the Oregon State Robotics Club may only be temporarily removed from Oregon State Robotics Club laboratories and spaces when explicit permission is given by the Oregon State Robotics Club President. This permission from the President may be overridden by a majority vote from the executive committee. Property owned by the Oregon State Robotics Club may be transferred to another owner only with a majority vote from the executive committee or with request by the club’s faculty advisor.