

**CONSTITUTION**  
***FIRST* Alumni and Robotics at Ohio State**

**Article 1: Name, Purpose, and Non Discrimination Policy of the Organization**

Section 1: Name

The Name of the Organization shall be “*FIRST* Alumni and Robotics at Ohio State”.  
*FIRST*® (For Inspiration and Recognition of Science and Technology) is an international 501(c)(3) not-for-profit organization that inspires PreK-12 students to be engaged in science and technology through mentor-based programs.

Section 2: Purpose

The purpose of the Organization shall be focused on supporting *FIRST* teams and events locally and throughout the state of Ohio. The Organization provides sponsorship, services, funding, and guidance to various teams competing in *FIRST*. The Organization provides mentors to primarily high school teams that compete in the annual *FIRST* Robotics Competition during the Spring semester. Additionally, the Organization encourages students to volunteer at *FIRST*-related events of all levels.

Section 3: Non-discrimination Policy:

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

**Article II: Membership: Qualifications and Categories of Membership**

Section 1: Qualifications of Membership

Membership is limited to currently enrolled Ohio State students (both undergraduate and graduate), staff, and faculty.

**Article III: Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of Leaders**

Section 1: Elected Officers

The Elected Officers of the Organization shall be the President, Vice President, Treasurer,

Recruitment Chair, Public Relations Chair, FLL Coordinator, FTC Coordinator, FRC Coordinator, and Ri3D Coordinator

## Section 2: Qualifications

The President and Vice President must have been an active member of the Organization during the previous year. Any member of the Organization shall be considered qualified for any of the other positions. Unique individuals must fill the roles of the President, Vice President, Treasurer, Recruitment Chair, and Public Relations Chair. Those who are elected President, Vice President, Treasurer, Recruitment Chair, or Public Relations Chair can also be elected for up to one of the following positions: FLL Coordinator, FTC Coordinator, FRC Coordinator, Ri3D Coordinator.

## Section 3: Terms of Office

The Elected Officers shall serve a one year term.

## Section 4: Selection of Officers

The Elected Officers shall be selected by direct election during the Autumn Semester. All candidates must be given a chance to speak, but each candidate may not speak for more than five minutes per position, unless permission is granted by a majority vote.

## Section 5: Duties of the President

The President shall conduct meetings and appoint committees and other officers as needed. In the event of the absence of the Vice President at a meeting, the President shall record all the proceedings. The President will also be responsible for assisting the Executive Committee in their various duties and for ensuring smooth transitions in knowledge between years. The President will also serve as an Advisor to the next President after their tenure is over.

## Section 6: Duties of the Vice President

The Vice President shall conduct meetings in the absence or debilitation of the President. The Vice President shall oversee Fall Orientation, Elections, and the duties of the FLL Coordinator, FTC Coordinator, FRC Coordinator, and Ri3D Coordinator. The Vice President shall also advise the new Vice President after their term is over.

## Section 7: Duties of the Treasurer

The Treasurer shall manage the financial affairs of the organization and inform the Executive Committee when there is a financial crisis, the definition of which shall be determined by the Treasurer.

## Section 8: Duties of the Recruitment Chair

The Recruitment Chair shall be responsible for devising and executing methods of recruiting OSU students and new potential mentors for the Organization, speaking to the public about *FIRST*, and leading recruitment efforts in the Autumn and Spring. They will also assist the Vice President in organizing Fall Orientation.

## Section 9: Duties of the Public Relations Chair

The Public Relations Chair shall be responsible for maintaining and managing the student organization's social media accounts and website, handling external affairs, and speaking to the public and potential sponsors about *FIRST*. They will also assist the Recruitment Chair in recruiting efforts in the Fall and Spring.

## Section 10: Duties of the FLL Coordinator

The FLL Coordinator shall be responsible for coordinating any *FIRST* LEGO League related events.

## Section 11: Duties of the FTC Coordinator

The FTC Coordinator shall be responsible for coordinating any *FIRST* Tech Challenge related events.

## Section 12: Duties of the FRC Coordinator

The FRC Coordinator shall be responsible for coordinating any *FIRST* Robotics Competition related events.

## Section 13: Duties of the Ri3D Coordinator

The Ri3D Coordinator is designated as team captain of the Robot in 3 Days project team and shall be responsible for coordinating any Robot in 3 Days related events

## Section 14: Team Leads

Team Leads shall be appointed by the President and Vice President, and they shall be responsible for ensuring general order within each team that the Organization provides mentors for, arranging transportation if possible, and ensuring safe and orderly conduct during meetings. Team Leads shall be responsible for maintaining the mentor list for their team and the hours for each mentor on their team. There will be one Team Lead appointed per team that the Organization provides mentors for.

## Section 15: Appointed Positions

Appointed positions shall consist of representatives to various groups (E-Council, Center of Robotics Innovation, etc.) and shall be appointed by the President as deemed necessary. The President may create new appointed positions as determined necessary. The Executive Committee may choose to overrule the President's decision on any appointee or position with a two-thirds majority vote.

#### **Article IV: Executive Committee**

The Executive Committee shall consist of the Elected Officers and the Team Leads. Each individual may only have one vote on any Executive Committee decision, but may split that vote in any arbitrary manner, negative numbers withstanding.

#### **Article V: Qualifications and Duties of the Advisor(s)**

Any Advisor must be a fulltime staff or faculty member of the College of Engineering. Advisors are expected to advise the Organization on financial matters, serve as a representative of the Organization to the College of Engineering (from which the Organization receives funding), coordinate with the Organization regarding course credit for the *FIRST* classes (i.e. ECE 4194.01), and provide advice to the Officers.

#### **Article VI: Meetings of the Organization: Required Meetings and Frequency**

There will be one required meeting in the Autumn for the election of officers. The President or Vice President will call meetings as necessary during other times. The Team Leads are expected to acquire a meeting schedule for the high school team they mentor for.

#### **Article VII: Method of Amending Constitution: Proposals, Notice, and Voting Requirements**

Proposed Amendments should be in writing and should be read in the meeting at which they are proposed. Amendments may also be proposed directly to the President via electronic mail by any member, who must then send them out to the Organization for voting. Amendments will require two-thirds of the entire voting membership of the organization to be ratified.

#### **Article VIII: Method of Dissolution of the Organization**

The Organization shall be dissolved if there are no longer any *FIRST* teams sponsored by OSU or a three-quarters majority of the general Membership deems that the services offered by the Organization are no longer required by the *FIRST* teams. Any assets of the Organization must be donated to greater Columbus area *FIRST* teams or to the international *FIRST* organization.

## **Article I: Parliamentary Authority**

The rules contained in *Robert's Rules of Order* shall govern the Organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the Organization.

## **Article II: Membership**

### Section 1: Joining

Any Ohio State student, staff, or faculty may become a member by emailing an Officer and requesting to be added to the membership list, unless the individual has been previously expelled for Very Inappropriate Behavior as defined in Article VI.

### Section 2: Removal

Members who miss three or more meetings or are reported by their Team Leads to be inactive (only attended 0 or 1 meetings during the build season), may be removed from membership at the discretion of the Executive Committee.

### Section 3: Dues

There will be no dues, although members may be asked to pay for apparel and travel expenses.

## **Article III: Election/Appointment of Government Leadership**

### Section 1: Elections

All Elections shall take place by count of Yeas and Nays or secret ballot. Secret ballots may be requested by a simple majority of the membership and will be required when voting for officers.

### Section 2: Vacancies

The President may fill any vacancies created by resignations. The Executive Committee may override the appointment by a two thirds majority vote. In the case of a Presidential vacancy, the Vice President will take over the role of President as an Acting President until the Executive Committee can select a candidate by two thirds majority vote. The candidate may be from either the Executive Committee or the general organization.

### Section 3: Impeachment of Officers

Any Officer may be impeached by a four fifths majority of the general membership or a unanimous vote of the executive committee.

## **Article IV: Advisor/Advisory Board Responsibilities**

The Advisor is not expected to attend all general meetings, but is expected to be available for consultation with the Team Leads and Officers during normal office hours and by email. Also, if any student feels like they have been unfairly relieved of mentoring duties due to Article VI, they may appeal to the Advisor and the Advisor is expected to make a decision as to whether or not the student may rejoin the organization.

### **Article V: Meeting Requirements**

A quorum shall consist of at least half of the active membership, two thirds of the executive committee, and at least one representative from each team sponsored by the organization.

### **Article VI: Appropriate Mentoring Behavior**

#### Section 1: Definition of Inappropriate Behavior

Inappropriate Behavior is hereby defined to be any unprofessional act with severe consequences or potentially severe consequences for the Organization, the host *FIRST* team, or the safety of the populace.

#### Section 2: Definition of Very Inappropriate Behavior

The Executive Committee and the Advisor(s) will evaluate any suspected act of Inappropriate Behavior on a case by case basis, with a four fifths majority vote for an act to be deemed Very Inappropriate Behavior. Examples of Very Inappropriate Behavior include providing alcohol to, participating in illegal activities with, or engaging in inappropriate relations with the high school students.

#### Section 3: General Rule for Behavior During Mentoring Activities

During Mentoring Activities, mentors must act professionally towards the high school students. Mentors are not to do anything that may potentially fall under the category of Inappropriate Behavior. This does not preclude being friendly with the high school students.

#### Section 4: Consequences of Inappropriate Behavior

Any suspected act of Inappropriate Behavior must be reported to the Executive Committee. If, upon further investigation, the Executive Committee deems the act Very Inappropriate Behavior, the offender shall be immediately and permanently removed from any mentoring duties and expelled from the organization. However, the offender may appeal to the Advisor(s), and if the Advisor(s) decides the infraction was merely Inappropriate Behavior.

The advisor may reinstate the offender. If the Executive Committee does not consider the act Very Inappropriate Behavior, but merely Inappropriate Behavior, the Executive Committee may suspend the student from mentoring, reprimand, or take any other disciplinary action with the approval of the Advisor(s) depending upon the severity of the infraction.

### **Article VII: Method of Amending Bylaws**

Proposed Amendments should be in writing, and should be read in the meeting at which they are proposed. Amendments may also be proposed directly to the President via electronic mail, who must then send them out to the Organization for voting. Amendments will require two thirds of the entire voting membership of the Organization in order to be ratified.