

# **CONSTITUTION**

## **Terrestrial Robotics at Ohio State**

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

#### Section 1: Name

The Name of the Organization shall be “Terrestrial Robotics at Ohio State” and be abbreviated as “TROS”

#### Section 2: Purpose

The purpose of Terrestrial Robotics at Ohio State is to participate in student robotics projects, to develop student understanding of robotics, and to support the community with robotics mentorship.

#### 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, Public Relations & Recruitment Chair, Outreach Coordinator, and Project Coordinator.

#### Section 2: Qualifications

The 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, and Public Relations & Recruitment Chair. Those who are elected President, Vice President, or Treasurer, can also be elected for up to one of the following positions: Outreach Coordinator and Project Coordinator.

### Section 3: Terms of Office

The Elected Officers shall start their term on May 1st and serve a one year term.

### Section 4: Selection of Officers

The Elected Officers shall be selected by direct election during the Spring Semester by the end of April. A candidate must declare their intention to run for a position to the Executive Committee, who are required to accept their candidacy as long as they are eligible for the position. 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 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 Public Relations & Recruitment Chair

The Public Relations & Recruitment Chair shall be responsible for devising and executing methods of recruiting OSU students and new potential mentors for the Organization, communicating to the public, and leading recruitment efforts in the Autumn and Spring. They must also update the social media pages and the organizations website.

## Section 9: Duties of the Outreach Coordinator

The Outreach Coordinator shall be responsible for coordinating any outreach robotics events and robotics mentorship.

## Section 10: Duties of the Project Coordinator

The Project Coordinator shall be responsible for coordinating any events or meetings regarding any projects and competitions. They should report to the executive board the status of each project and competition.

## Section 11: 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. 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 full time 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 any robotics classes (i.e. ENGR 2230), and provide advice to the Officers.

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

There will be one required meeting in the Spring for the election of officers. The President or Vice President will call meetings as necessary during other times.

### **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 voting membership present at the meeting.

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

The Organization shall be dissolved if three-quarters majority of the general Membership deems that the Organization can no longer fulfill its purpose.

## **BYLAWS – Terrestrial Robotics at Ohio State**

### **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 Officers during normal office hours and by e-mail. 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 and two thirds of the executive committee are present.

## **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 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 may 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.