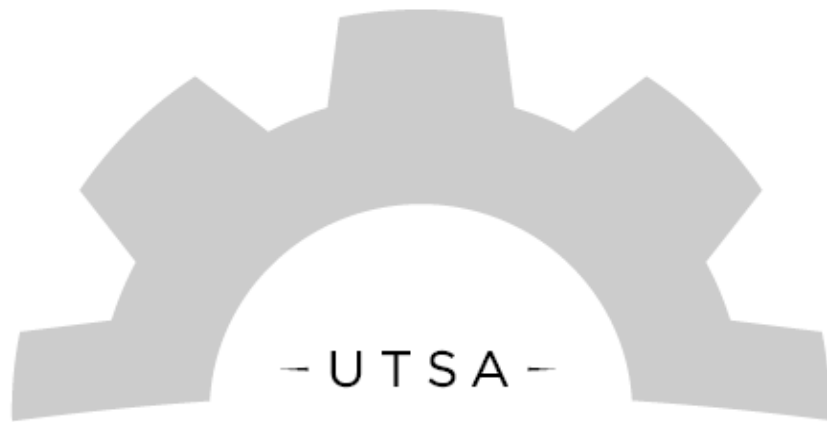


*Constitution for Advanced Robotics at The
University of Texas at San Antonio*



ADVANCED ROBOTICS

— EST 2015 —

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Preamble

We, the students of the University of Texas at San Antonio (UTSA), in recognition of our shared responsibility and partnership with students, the administration, faculty, and staff to fulfill the mission of UTSA, do hereby adopt and establish the Constitution for Advanced Robotics.

ARTICLE I: GENERAL PROVISIONS

Section I: Name of Organization

- I. The name of the organization is “Advanced Robotics” and is herein referred to as AR.

Section II: Date of Creation and Revision

- I. This document was created on 12AUG2015. The latest revision of this document was made on 24JUNE2022

Section III: Purpose Statement

- I. Advanced Robotics welcomes students of all skill levels. As an organization, we strive to enhance students’ professional development, leadership skills, and career opportunities through hands-on robotics projects and industry collaborations. We operate through various projects in Mechanical Engineering, Electrical Engineering, and Computer Science fields.
- II. AR provides experience, expertise, leadership, and networking to the UTSA student community by:
 - A. Promoting student rights and responsibilities.
 - B. Promoting and developing leadership as well as networking opportunities for students.
 - C. Promoting collaboration among the students, university, faculty, staff, and administration.
 - D. Promoting technical education and learning by providing professional seminars, technical, and professional workshops.
 - E. Providing volunteering opportunities within the local community.
 - F. Providing university student team collaboration on industry sponsored engineering projects and competitions.

Section IV: Legal Agreement Statement

- I. The organization agrees to abide by all University policies as well as local, state, and federal laws.

Section V: Nondiscrimination

- I. AR shall not discriminate and shall discourage discrimination on the basis of ancestry, citizenship, creed, economic background or status, ethnic identity, ethnicity, gender

expression, gender identity, intellectual disability, national origin, philosophy, physical disability, race, religion, sex, or sexual orientation. In adhering to this policy, AR will not advocate the restriction of any one's freedom of public speech, assembly, expression, or association.

ARTICLE II: MEMBERSHIP

Section I: Membership Qualifications

- I. Any UTSA student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. Enrollment or employment at another University of Texas System campus does not meet the requirement for student organization membership. All officers/representatives must be currently enrolled students at the University.
- II. Student membership is official once the membership due is paid for the semester to the President, Vice President, or the Treasurer and the relevant form is completed.
- III. The members have the option of paying per \$15semester or \$25 for a year for a membership.
- IV. UTSA students have restricted access to member benefits until membership dues have been paid.

ARTICLE III: ELECTIONS

Section I: Elections

- I. AR General Elections shall occur for all Executive Board positions and will be held annually between 01 APRIL and 15 APRIL.
- II. Officer and Junior Officer applicants must fill out the relevant form.
- III. All members are eligible to vote in the annual general elections. Voting can also take place among the current Executive Board.
- IV. Executive Officer candidates must receive a majority of the votes casted to be given the position. If no candidate receives a majority, the top two candidates will enter a run-off election.
- V. Vacated positions will be filled by appropriate means determined by the Executive Board.
- VI. Officers are only allowed to serve for 2 consecutive terms (a term defined as an academic

year) in a position they have previously served.

Section II: Qualifications

- I. Candidates must be currently enrolled at UTSA.
- II. Any member may run for the Junior Officer positions.
- III. Candidates must have a minimum cumulative GPA requirement, prior to the first day of each semester:
 - A. Undergraduate students must have a cumulative UTSA GPA greater than or equal to 2.25.
 - B. Graduate students must have a cumulative UTSA GPA greater than or equal to 3.00.
- IV. Candidates must remain in good standing, as defined in the Student Code of Conduct, with the University.

Section III: Tenure

- I. Elected representatives shall assume office when officially sworn in, and shall serve until the next election, their resignation, or until any other form of removal from office.
- II. Each officer position is for one full academic year.
- III. Each officer is to put the organization as a priority above AR projects.
- IV. The President and Vice President are not allowed to take the role of Project Manager/Manager.

Section IV: Minimum Number of Voters

- I. There shall be no constitutional provision requiring a minimum number of voters participating in any general or special election to validate the election. Minimum of 3 votes required from Executives or 8 from members.

ARTICLE IV: OFFICERS

Section I: Composition

- I. The Officers of AR include a President, Vice President, Executive Assistant, Treasurer, Technical Director, Media Director, and Student Council Representative.
- II. The terms of these officers shall run for one academic year with the term starting at the end of each spring semester.

Section II: Officer Duties and Responsibilities

- I. The Officers are to oversee and implement AR's procedures and policies as stated in The Constitution.
- II. The Officers of this organization have the power to supervise all of its affairs and shall serve as members of the Executive Board of the organization.
- III. All positions except Treasurer, President, and Vice President may appoint Junior Officers to assist them. Though they are not part of the Executive Board, Junior Officers may join officer meetings at the discretion of whom they are working under.
- IV. The Executive board maintains order in the lab, inspects all projects for safety, and ensures proper care of the lab space.

Section III: Procedures for Decision Making

- I. Execution of AR's business will be as directed by the President.
- II. Quorum is a percentage or fraction of members that must be present to conduct business. The organization's quorum is at least 51% in order to conduct business.
- III. Changes to The Constitution will be made by at least 51% majority vote of the Executive Board. The President is able to make temporary changes/amendments to the Constitution in the need of a solution to a present situation. These changes/amendments will require a 51% majority vote of the Executive Board to be permanently adopted.
- IV. Decisions to purchase items with AR funding will be made in a 2/3 agreement through the President, Vice President and/or Treasurer.
- V. Decisions for AR to initiate or participate in an event or activity will be made by at least 51% majority vote of the Executive Board.

Section IV: President

- I. The President executes and enforces The Constitution and ensures that AR achieves its purpose to the best of its ability.
- II. Meets with Senior Advisors and Faculty Advisor once a semester to update as well as

- discuss the continuity and development of the organization.
- III. Meets with the Student Success Center, and accomplishes any tasks asked by the authorized representatives.
 - IV. Maintains contact and meets with Project Managers to ensure project progression.
 - V. Manages workshops conducted through AR. Maintains connection between club and outside clubs along with the Technical Director.

Section V: Vice President

- I. The Vice President performs all duties and assignments, as per request of the President.
- II. Acts in the position of the President in the President's absence.
- III. Oversees recruitment of AR members.
- IV. Manages workshops conducted through AR. Maintains connection between club and outside clubs along with the Technical Director.
- V. Maintains contact and meets with Project Managers to ensure project progression.

Section VI: Executive Assistant

- I. The Executive Assistant disseminates information to members and other necessary parties.
- II. Creates events for the organization with approval of the President and Vice President.
- III. Performs any other duties as delegated by the President and Vice President.
- IV. Aids the Technical Director in assessing inventory and maintaining order in the AR Laboratory.
- V. Keeps track of the club calendar.

Section VII: Technical Director

- I. The Technical Director coordinates and runs workshops, maintains lab equipment, and keeps track of inventory.
- II. Manages workshops conducted through AR. Maintains connection between club and outside clubs along with the Technical Director.

Section IX: Treasurer

- I. The Treasurer manages AR assets providing audit functions as well as provides receiving functions.
- II. Manages all accounts, prepares and files taxes, acquires permits, logs all expenses, as well as handles all other legal financial affairs.
- III. Has primary authority to access this organization's checking account, though the

President and Vice President's name shall be on the account as well.

- IV. Seeks financial growth of the organization.
- V. Treasurer is responsible for helping in setting up fundraising for projects and events.

Section X: Media Director

- I. The Media Director manages the AR webpage and social media platforms.
- II. Manages and keeps up-to-date all electronic avenues for information.
- III. Is responsible for any marketing and advertising, whether the medium be digital or not.
- IV. Makes advertisements and recruits student members for the club.

Section XI: Student Council Representative

- I. The Student Council Representative attends all student council meetings.
- II. Organizes all AR events, including socials, and speaker/guest events.

Section XII: Senior Advisor

- I. The Senior Advisor position is offered to past officers who wish to remain involved in AR but are unable to execute a full-time position. Senior Advisors are responsible for counseling current officers and providing guidance when needed or requested.
- II. Tenure:
 - A. Upon becoming a Senior Advisor, the member will lose all previous titles held in the organization.
 - B. In the case the Senior Advisor wishes to re-run for office, they will lose the title of Senior Advisor upon being elected as an officer for the Organization.
- III. Privileges:
 - A. Senior Advisors are given access to the AR Lab space.
 - B. Senior Advisors will have access to join any projects.
 - C. Senior Advisors are allowed to join officer meetings at the discretion of the President and Vice-President.
- IV. Election:
 - A. Candidates for Senior Advisor positions should at minimum have been an officer for a full term.
 - B. An application must be filled to become a Senior Advisor.
 - C. Candidates must be approved by half of the Executive Board to become a Senior Advisor.
 - D. Senior Advisors will lose all privileges if they are not involved in the organization for more than 1 semester.

- E. The organization is not allowed to exceed more than 4 Senior Advisors.
 - F. Senior Advisors, upon graduating, will lose their title and will be eligible to become part of the Advisory Council.
- V. Responsibilities:
- A. Senior Advisors are required to meet once a semester to discuss the continuity and development of the organization.

Section XIII: Junior Officer

- I. Shadows an officer appointed by the Executive Board and may assist in other tasks as delegated by the Executive Board.
- II. May serve as a representative for the Advanced Robotics in organizational events.
- III. There will be 4 Junior Officer positions available within an academic year that will be filled at the discretion of the Executive board.
- IV. Previously holding a Junior Officer position does not guarantee a future Executive Board position.

ARTICLE V: ADVISORY COUNCIL

Section I: Purpose

- I. The purpose of the AR Advisory Council is for Advisors to give their input and support for AR's operations after the Executive Board provides status updates of AR activities and planning, financial and resource matters, and current events. Attendance by the Executive Board is mandatory.

Section II: Composition:

- I. The AR Advisory Council consists of academic and industry professionals that have shown interest or support for AR and have accepted the invitation to the council.

Section III: Duties

- I. The AR Executive Board is responsible for keeping ties with the members of the Advisory Council.
- II. The AR Executive Board is responsible for giving two weeks notice with the details of the next Advisory Council Meeting.
- III. Advisory Council members are responsible for attending the meetings.

- IV. Advisory Council members are responsible for advising AR on subjects within their knowledge.

Section IV: Meetings

- I. Advisory Council meetings are to be scheduled once per semester.
- II. Additional meetings may be scheduled as seen fit by the Executive Board.

ARTICLE VI: Projects

Section I: Purpose

- I. AR Projects allow members to obtain technical, professional, and leadership experience.

Section II: Project Structure

- I. Projects are managed by Project Managers, and their sections are directed by Project Leads.
- II. Projects are divided into three sections, each respective of the work in their area:
Computer Science, Electrical, and Mechanical

Section III: Project Managers

- I. Project Managers manage and oversee their respective project teams.
- II. Project Managers must have been an active member in a project for at least an academic school year and must sign a contract declaring that they will give reasonable effort to accomplish their duties within a project.
- III. Members who wish to be Project Managers must fill out the proper application form and the Executive Board will evaluate the candidate.
- IV. If the member is appointed to be a Project Manager by the Executive Board, the member will have to sign a contract provided by the Technical Director.
- V. Project Managers ensure their team is making adequate progress on projects.
- VI. Project Managers are to submit progress reports every month.
- VII. If the Project Manager is unable to make adequate progress within the first semester of the project, the project will be at the risk of being discontinued.
- VIII. Additional leadership for projects is handled at the discretion of the Project Manager with the advice of the Executive Board.
- IX. Procedure for removal of a Project Manager:

- A. Any claims raised against the Project Manager must be backed by evidence and recorded.
- B. Officers must allow a hearing opportunity for the Project Manager to defend themselves.
- C. If an officer is involved within the project, they are not allowed to be at the hearing as an officer but may serve as a witness. In their place, a Senior Advisor is allowed to represent the officer at the hearing.

Section IV: Section Leads

- I. To officially join a project as a Section Lead, a member must have been an active AR member in a project for a semester and must sign a contract declaring that they will give reasonable effort to accomplish their duties within a project.
- II. If a Project Manager determines that a Section Lead does not show reasonable effort to complete their project duties, a warning will be given. If the issue remains consistent, the Project Manager will be reported to the Executive Board, which will determine further consequences.
 - A. Consequences may include:
 - 1. Removal of leadership title
 - 2. Removal from project

ARTICLE VII: MEETINGS

Section I: Officer Meetings

- I. The purpose of Officer Meetings is for the Executive Board to discuss the organization's updates and future planning.
- II. Only the President and Vice President can call an officer meeting, unless two other members of the Executive Board agree to initiate one.
- III. Officer meetings occur biweekly.
- IV. Attendance is mandatory for the Executive Board. If an officer fails to attend three meetings over the course of their term, the other members of the Executive Board will discuss removing them from the position, as outlined in Article XI of The Constitution.

Section II: Seminars

- I. Seminars are called to enhance the technical and professional education of the

organization's members. These include guest speaking events and workshops.

- A. Guest Speaking Events are organized by the Student Council Representative to introduce members to industry professionals.
 - 1. These events not only provide insight into the guest's field of work, but they also function as a networking opportunity.
 - B. Workshops are organized by the Executive Board to enhance member's technical skills.
 - 1. Any inventory used must be checked out by the officer running the workshop and promptly returned once completed.
- II. Only the President, Vice President, and Technical Director are able to call a seminar.
 - III. Attendance is not mandatory for members, but two officers are required to be present.

Section III: General Meetings

- I. General Meetings gather all current AR members to discuss updates, promote socials, and notify members of any upcoming events.
 - A. The first general meeting of the semester is dedicated to recruiting new members.
- II. Only the President and Vice President can call a general meeting.
- III. Attendance is not mandatory for members, but all members of the Executive Board must be present for the first general meeting.

Section IV: Project Team Meetings

- I. The purpose of Project Team Meetings is to discuss and ensure the continuity of projects based on their current and upcoming deadlines.
- II. Only Project Managers and the Executive Board can call for Project Team Meetings.
- III. The number of meetings is at the discretion of the Project Managers.
- IV. Attendance is strongly encouraged in order to maintain sufficient contribution to the team as evaluated by the Project Manager.
- V. Members who have not fulfilled their obligations will be given a warning from their Section Lead. If their unannounced absence is persistent and in turn requires other members of the team to take an increased and unfair workload, they may be removed from the team.

ARTICLE VIII: Advanced Robotics Lab

Section I: Safety

- I. Food is allowed in the AR Lab under the conditions that the food is stored in a sealed container or is eaten in the room and discarded after.
 - A. Mess created must be cleaned by the person who brought the food into the AR Lab.
 - B. No open drinks are allowed to be left behind in the Lab.
 - C. No drinking alcohol is allowed inside the AR Lab.
- II. Before leaving, those who were working must clean up the surrounding areas of any clutter that was created.
- III. All AR property is to be returned to their corresponding location upon finishing.
 - A. AR members should allocate time in their schedules to clean before leaving the lab.
- IV. Members are not allowed to leave tools/work in the Lab unless allowed by the President, Vice President, or Technical Director.
- V. SOP must be maintained and updated for the lab and any hazardous stations such as soldering

Section II: Access

- I. Only AR Officers, Project Managers, and Senior Advisors are allowed to have card access to the AR Lab, located at AET 1.202.
- II. Only UTSA Student ID cards may be used to provide AR Lab access.
- III. The President and Vice President may manage card access.
- IV. AR Lab access may be revoked by the President or Vice President if an officer is removed or if the Executive Board determines it be appropriate.
- V. Junior Officers do not get lab access.

Section III: Room Occupation

- I. An AR officer, or Project Manager under the permission of the President or Vice President, must be present for AR members to occupy the Lab.
- II. If a non-AR member is being assisted with academic or AR-related endeavors in the Lab, they may be present with approval from the President or Vice President.
- III. No more than the limit of individuals per room according to Fire and Safety Code will be exceeded at a time.

Section IV: Officer Expectations

- I. All AR officers are expected to follow all Lab rules and regulations. Any incidents of Lab rules and regulation violations should be reported to the President or Vice President. If an AR officer fails to adhere to the stated rules and regulations, disciplinary action may be taken at the discretion of the President.

ARTICLE IX: Finances and Treasury

Section I: Sponsorships

- I. Sponsorships received will be managed and documented by the Treasurer.
- II. Any funds received by the College of Engineering Student Council (COESC) will not be used in the purchasing of alcohol or alcoholic beverages.
- III. All funds must be donated to the Organization, and at the discretion of the AR's Executive Board will be used for purchasing materials for different projects.
- IV. The Treasurer must get the appropriate contracts signed by the sponsor which states the amount being.
- V. Sponsorship of up to \$1,000 will be labeled as Bronze and will have the following benefits
 1. Advertisement on website and banner
 2. Small advertisement area on project unit
- B. Sponsorship between \$1,000 to \$2,500 will be labeled as Silver and will have the following benefits
 1. Benefits of Bronze
 2. Medium advertisement area on project unit
 3. Social media advertisements
 4. Logo on Organization merch
- C. Sponsorship between \$2500 to \$4000 will be labeled as Gold and will the following benefits
 1. Benefits of Silver
 2. Large advertisement area on project unit
 3. Advertisements on project pages
 4. One guaranteed organization-wide speaking event for the investing party

**The Organization by no means can promise to sell products for sponsors

Section II: Fundraisers

- I. Any income that is gained through fundraisers held by AR will be documented and managed by the Treasurer and the amount earned will be mentioned to the President after the fundraiser and prior to deposit in the bank. Relevant forms need to be signed
- II. For any food handling fundraisers, at least one of the representatives must complete a course through the San Antonio Metro Health District

Section III: Management and Disbursement

- I. The funds will be maintained through the bank account and managed by the Treasurer. The funds from this account are only accessible by the President, Vice President, the Treasurer, and/or Faculty Advisor. To disburse money for any reason from the bank account, there must be a $\frac{2}{3}$ agreement between the President, Vice President, and Treasurer.

Section IV: Inventory

- I. AR's inventory of tools, electronic devices, books, and any other physical assets are managed by the Executive Board.
- II. AR members may check out assets from AR's inventory with permission and documentation from an Executive Board member.
- III. Asset check-outs have a 3-week period upon which they must be physically returned to the Executive Board member which checked out the specific piece, and they will make sure that it is in the same condition in which they checked it out/in.
- IV. Upon check out, members are acknowledging that they are financially responsible for the assets that they are checking out by filling the relevant parts checkout form.

ARTICLE X: Disbursement of Organization Assets

Section I: Disbursement

- I. If AR becomes defunct, it is the current faculty advisor's responsibility to hold on to AR assets for two academic years or until another student would like to reinstate AR. After two academic years AR's assets may be distributed to Aeronautics and Rocket Club.

ARTICLE XI: Officer Removal

Section I: Reasons for Removal

- I. If an officer becomes ineligible, does not perform their duties, or can no longer perform their duties as expected, an officer may be removed from office through a two-thirds majority vote by the AR Executive Board- as motioned by any Executive Board member.

Section II: Process

- I. Any officer may be removed from office for good and sufficient cause upon appropriate motion and concurrence of no less than two-thirds votes of the Executive Board.
- II. Prior to the time such a vote is taken, the officer under consideration for removal must have been afforded a hearing to state their case in-person, in-call, or in writing before the Executive Board.
 - A. The result of this hearing shall be made known to the members upon removal of the member.
- III. Any officer may voluntarily relinquish their office by submission of their written resignation to the Executive Board. Following acceptance of their resignation, or in the case of an officer leaving school before the academic year has ended, an interview

process by the Executive Board will be held to fill their vacancy.

- A. The interview process mentioned above is not applicable for the President position. In such case, the Vice President will take their position.
- B. In the case that the Vice President's position becomes vacant, their responsibilities are delegated to the Executive Assistant while the Executive Board interviews AR members for the position.

ARTICLE XII: Amendments

Section I: Process

- I. Amendments to the Constitution can only be ratified by the President. To propose an amendment, an officer may do so at an officer meeting. The officers will then vote, and there will be a majority rules voting system. Once a decision has been reached, the President is responsible for updating the Constitution and enforcing the amendment.
- II. An amendment cannot be voted on more than twice during a semester.
- III. Amendments shall be integrated into the Constitution and announced by the President or Vice President at the following Officers and General Meeting.
- IV. Junior Officers' votes are not counted.

ARTICLE XIII: Faculty and Staff Advisors

Section I: Selection

- I. Advisor openings shall be filled with input from the current and incoming Executive Board members through processes outlined by the University of Texas at San Antonio.
- II. Advisor Agreement form must be signed each year during registration.
- III. Each advisor must attend one Risk Management Training

Section II: Power and Responsibilities

- I. An UTSA Faculty or Staff Advisor is able to serve as an advisor for AR.
- II. The Advisor shall guide AR in achieving the purpose of the organization.
- III. In the event the position becomes vacant, the AR officers shall request another faculty or staff member of the College of Engineering to assume the role.