

Bionic Bruins Constitution

2019-2020

I. OVERVIEW

The purpose of the Branham Robotics Club (otherwise known as the “Bionic Bruins”) is to enable its members to access to a creative workspace in which they are inspired to attain personal and technical growth in a variety of STEM fields through means such as Vex Robotics, outreach events, and peer collaboration.

II. MEMBERSHIP

Any Branham High School student may become a *Member*, however, they must meet the following requirements to retain *Membership*.

Requirements

- I. Enrolled in Branham High School
- II. Paid \$40 seasonal club dues (exemptions for cases of financial difficulty)
- III. Returned signed membership form to an *Officer*
- IV. Maintain sufficient attendance at *Club Meetings*, *Build Days* and/or *Training Days*

Note: For returning members, club dues must be paid within one month from the first club meeting. For new members, they must be paid within one month of joining.

From this point on, any use of “member” or “club member” refers to a person who meets the above requirements.

Competitive Members

The *Competitive Members* are a subset of *Members*. They are defined by their participation within a *Varsity Team*. They must complete the *Competitive Member Contract*.

III. ADMINISTRATION

Club administration consists of two parts, *Officers* and *Advisors*. The *Officers* are required to meet at least once per week, not including *Club Meetings* or *Build Days*. It is mandatory that they establish means of communication (such as a group chat or message board), and share a calendar for *Officer* events.

Officers

President

- Runs *Officer Meetings* and *Club Meetings*
- Coordinates *Officers* in enacting club policies
- Appoints and dismisses officers (see: *Officer Removal*)
- Ensures smooth interactions with *Advisors* and administration
- Assess *Officer* performance

Co-President

- Aid *President* in their duties
- Shares same responsibilities, is subordinate
- Attends all ASB Meetings

Treasurer

- Keeps track of club spending
- Updates *Officers* of the current budget at *Officer Meetings*
- Handles all financial paperwork

Secretary

- Takes notes at all *Club Meetings* and *Officer Meetings*
- Takes attendance and keeps track of active *Club Members*
- Keep club binder up to date
- Manages the online presence of the club
- Writes blog posts and updates website
- Updates club social media

Director of Public Events

- Organize numerous club fundraisers
- Work with *Treasurer* to manage funds
- Coordinate outreach events
- Apply for grants

Board of Education

- Update and create educational material
- Help organize activities for outreach events
- Plan and run *Training Days*
- Coach Junior Varsity Teams
- Keep an 80% new member retention rate

Head of Organization

- Make sure the club is neat and tidy :)
- Hold *Teams* accountable for their duties
- Organize for competitions

Advisors

Club Advisors (or just “*Advisors*”) are appointed staff who oversee club activities. The current *Advisors* for the Branham Robotics Club are listed below, along with their email address.

- Mrs. Schremp <bschremp@cuhsd.org>
- Ms. Chen <lqichen@cuhsd.org>

Before the new *Club Season*, the *Officers* are required to make any necessary changes to the *Officer* definitions for the next *Club Season*. Changes are to be approved through a *Constitutional Amendment*.

IV. PROCEDURES

Below are guidelines for official club procedures and practices. The *President*, other *Officers* must make every effort to respect these guidelines when running the club.

Officer Elections

President and Co-President

- I. Election date announced two weeks in advance
- II. The election must occur before the start of the next *Club Season*
- III. On election day, for each candidate:
 - A. 1-3 minute speech
 - B. Questions and answers moderated by a *Club Advisor*
- IV. See *Voting Procedure: Presidential Elections* for voting procedures
- V. Candidate with the most votes becomes the *President*
- VI. Runner up becomes the *Co-President*
- VII. The newly elected *President* and *Co-President* will assume their positions on competition release day

Treasurer, Secretary, Outreach Officer

- I. An in-person interview with both the *President* and *Co-President* is required
- II. Appointed by *President*
 - A. The input of the *Co-President* is strongly encouraged
 - B. Decisions should aim to be impartial, with the greatest focus on the individual qualifications of the candidate
- III. The *Officers* shall be appointed within two weeks of competition release day

Officer Removal

- I. The *President* can immediately remove any other *Officer* for any reason
- II. The *President* can be impeached by an *Officer Vote*
 - A. In this case, *Officers* include those removed by the *President* within one week of removal
 - B. New *Officer* will be appointed
 1. See *Officer Elections: Treasurer, Secretary, Outreach Officer*
 2. Note: this procedure will be followed even if the *Co-President* is removed
- III. The *President* can then be removed by a *Majority Vote*, and a new *President* will be elected
 - A. See *Officer Elections: President and Co-President*
 - B. Note: the *Co-President* will remain in their position

Club Purchases

- I. To be held during an announced *Club Meeting*
- II. The *Treasurer* must provide an overview of the purchase and club budget
- III. The vote is then held, *Majority Vote* required to pass

Constitutional Amendment

- I. The amendment must first be passed by an *Officer Vote*, then it is proposed to the club
- II. A proposed amendment must be announced one week prior to the day of voting
- III. Club voting is defined under *Voting Procedure*

Constitutional Interpretation

Any disputes in the interpretation of this *Constitution* are to be resolved by the *President*, except when $\frac{2}{3}$ of the *Officers* vote to have an *Advisor* decide the dispute.

Club Meetings

- I. Unless otherwise stated, the club meets on Tuesday at lunch
 - A. Room to be announced the day of, or any time prior
- II. Attendance will be taken by the *Secretary*
- III. Weekly notes should be recorded by the *Secretary*
 - A. Notes should include every matter of discussion during the meeting
 - B. The *Secretary* must send an email to all *Members* containing these notes
- IV. The weekly *Build Days* and *Training Days* are to be announced along with any other necessary notifications

Officer Meetings

- I. *Officers* are required to meet at least once a week in *Officer Meetings*
- II. Any *Member* may witness the meeting, but the discussion should be restricted to *Officers* only
- III. The *President* (or *Co-President* should the *President* not be available) should guide discussion and delegate weekly tasks
- IV. The *Secretary* should take notes and share them with other *Officers*

Voting Procedure

Club Purchases, Constitutional Amendments

- Follow Robert's Rules of Order for voting procedures

Presidential Elections

- Voting must be via anonymous paper ballot
 - Votes must be counted by a *Club Advisor* with oversight from the current *President* and *Co-President*
 - Votes from *Members* not present may be accepted via phone call or email at the discretion of the *Club Advisor*
- I. Any *Club Member* may participate in any *Voting Procedure*
 - II. The vote must be sufficiently announced
 - A. All means of communication must be used
 - B. Must be announced at a prior *Club Meeting*
 - III. Any ties are to be resolved through *Officer Vote*
 - IV. A *Majority Vote* is defined as $\frac{2}{3}$ of *Members*

Officer Vote

- I. Matter of vote is to be raised at an *Officer Meeting*
- II. Majority rule, the position with most votes wins
- III. Ties to be resolved by the *President*

Build Day

Build Days are to be announced at *Club Meetings*. During these times *Varsity Teams* can work on their robot for the annual Vex competition. It is recommended that *Junior Varsity Teams* do not meet on *Build Days*.

Training Day

Training Days are also to be announced at *Club Meetings*. During these times, *Junior Varsity Teams* can work on any project they desire with the purpose of learning skills required to become a *Competitive Member*. The *Head of Education* along with any other *Officers* involved in training should be present in order to organize focused educational events. It is recommended that *Varsity Teams* do not meet on *Training Days*.

Club Season

The *Club Season* defines the official annual cycle for all club processes. The last day of the *Club Season* is defined as the day of the release of the new VEX competition. Once in the new *Club Season* (after the competition release) newly elected *Officers* to take power and the *Officers* of the previous *Club Season* are relieved from their duties.

V. TEAMS

Within the club there exist two kinds of teams: *Varsity* and *Junior Varsity*.

Varsity

Varsity Teams are registered Vex teams that participate in official competitions. They must be comprised of solely *Competitive Members* and will be held to a higher standard of expectations.

Junior Varsity

Junior Varsity Teams are not registered with Vex nor do they compete in official competitions. They can be comprised of any *Member* and build for internal competitions and unofficial scrimmages. Their primary purpose is to provide experience for newer *Members* and give them an opportunity to work their way onto a *Varsity Team*.

Girls Team

The *Girls Team* is a special *Varsity Team* comprised entirely of girls. Its aim is to encourage girls into STEM and provide a friendly environment in which they can succeed.