

Bionic Bruins Constitution

2019-2020

I. OVERVIEW

The purpose of the Branham Robotics Club (otherwise known as the “Bionic Bruins” or *The Club*) 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
- Ensures smooth interactions with *Advisors* and administration
- Assess *Officer* performance

Co-President

- Aid *President* in their duties

- Shares same responsibilities
- 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*
- 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

Director of Education

- Update and create educational material
- Help organize activities for outreach events
- Plan and run *Training Days*
- Coach *Junior Varsity Teams*

Director of Organization

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

Director of Fundraising

- Nominates members for *Fundraising Committee*
- Chairs and directs *Fundraising Committee*
- Completes grant applications

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 rules for official club practices. The *President* and all other *Officers* must follow these procedures 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, each candidate must be given the following opportunities
 - A. 1-3 minute speech in front of an official *Club Meeting*
 - B. Brief questions and answer session 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, and Directors

- 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
- IV. The *President* may appoint new *Officers* during the *Competition Season* with an *Officer Vote*

Impeachment

- I. Any *Officer* (including the *President* and *Co-President*) can be impeached on any of the following charges:
 - A. Neglect of official duties
 - B. Disrespectful or disorderly conduct
 - C. Willful violation of the *Constitution*
 - D. Any actions that may damage the Club's integrity or ability to function
- II. The *Impeachment* process may be initiated by any *Member* at either an *Officer Meeting* or a *Club Meeting*
- III. For an *Impeachment* to pass, either a *Majority Vote* or *Officer Vote* is required
 - A. In either case, the *Officer* in question is not allowed to vote
- IV. If an *Impeachment* passes, the *Officer* is to be removed from their position immediately
 - A. New *Officer* will be appointed
 1. See *Officer Elections: Treasurer, Secretary and Directors*
 2. This procedure will be followed even if the *President* or *Co-President* is removed
 3. In the case of *President* or *Co-President* removal, the *Treasurer* may temporarily stand in as *Co-President* in order to fulfill their responsibilities during only the *Officer Election* process
- V. An *Officer* that has been *Impeached* may not run for any opening for the remaining *Club Season*

- VI. In the case of *President* removal, the *Co-President* shall become *President* and the role of *Co-President* will be made open for appointment

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. An *Amendment* may be approved by a *Majority Vote*

Constitutional Interpretation

Any disputes in the interpretation of this *Constitution* are to be resolved by an *Officer Vote*

Budget

- I. At the beginning of the *Club Season* (after *Officer Elections*), the *Treasurer* must submit a *Budget* to be approved by a *Majority Vote*
 - A. The *Budget* will consist of spending limits for various club expenses predicted to occur throughout the *Club Season*
- II. Purchase Orders, Check Requests, and all other financial decisions must be approved by an *Officer Vote*, but can not exceed or be outside the categories and amounts described by the *Budget*
- III. The *Budget* may be amended by a *Majority Vote*

Club Meetings

- I. Unless otherwise stated, the club meets on every other Tuesday in Room 61 at lunch
- II. Attendance will be taken by the *Secretary*
- III. The *President* or a designee must submit an agenda for the meeting to all *Officers* and *Advisors* at least one day prior to the meeting
 - A. An *Officer Vote* may suppress an agenda item for discussion at an *Officer Meeting*
 - B. Any *Officer* may add an item to the agenda, unless it is suppressed for later discussion
- IV. No items beyond those on the agenda may be discussed at the meeting except by:
 - A. A motion to add an item to the agenda, made by any *Club Member* and approved by *Majority Vote*
- V. 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
- VI. The weekly *Build Days* and *Training Days* are to be announced along with any other necessary notifications
- VII. If the *Secretary* is not available, responsibilities must be completed by any other *Officer*

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*
- V. All decisions and powers not specifically delegated by the *Constitution* require an *Officer Vote* to approve

Voting Procedure

Constitutional Amendments, and any other Votes

- 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 a *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 more than ½ of *Members* present
 - V. *Member Quorum* is defined as 15 or more *Members* and is required for a valid *Majority Vote*

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*
- IV. *Officer Quorum* is defined as at least 4 *Officers* and is required for a valid *Officer Vote*

Communication

All decisions, events, and other items communicated by any *Officer* with respect to the Club must reflect a consensus of *Officers*

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 composed 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 composed 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* composed entirely of girls. Its aim is to encourage girls into STEM and provide a friendly environment in which they can succeed.

VI. COMMITTEES

By an *Officer Vote*, the club may create *Committees*. The members of these *Committees*, other than the *Chair*, are not considered *Officers*, but will have duties in addition to the responsibilities of a *Club Member*. A current *Officer* will chair each *Committee*. The *Chair* is responsible for running the *Committee* and reporting on its proceedings. Members of each *Committee* will be confirmed by an *Officer Vote*.

Standing Committees

The following permanent *Committees* are established.

Fundraising Committee

- Chaired by the *Director of Fundraising*
- Responsible for planning and running fundraising events