CU RoboSub Team ByLaws

6-14-2018

Article I: Name.

CU Boulder RoboSub Team

Article II: Objectives.

The University of Colorado Boulder RoboSub Team will act to compete in the annual RoboSub Competition. Additional club objectives are to promote a project team culture at The University of Colorado Boulder, and to promote STEM in local schools around Boulder.

Article III: Members.

All students from freshman through postgraduate from all CU Boulder colleges are welcome to be members. Persons wanting to become membership from outside the school may do so on a case by case basis as decided by the officers and must not saturate more than one fifth of total membership. There are no dues required to be a part of the club but certain events may require members to provide funding if they want to participate.

Article IV: Officers.

The Officers for the club are as such: Admiral, Electrical Captain, Software Captain, Mechanical Captain, Minisub Captain, Financial Captain, Various team officers.

All officers are termed for one year starting and ending on the Monday after the RoboSub competition. All officer positions are decided upon based on merit by the current reigning officer group. If there is not consensus amongst current officers a vote amongst officers will take place. Any split decisions will be decided by the admiral unless the vote is about the admiral in which case the decision will be in favor of the admiral. Decisions on the following year’s officers will be made no later than the week before final
exams of the spring semester. This is to allow new officers to be trained and shadow old officers over the summer and during competition.

Admiral: The lead for the entire team is responsible for ensuring that the project meets its deadlines and is able to continue on. This includes setting project deadlines for all captains as well as the financial officer.

Electrical Captain: Second to the Admiral. Is responsible for managing the electrical team and ensuring the deadlines set by the Admiral are met.

Software Captain: Second to the Admiral. Is responsible for managing the software team and ensuring the deadlines set by the Admiral are met.

Mechanical Captain: Second to the Admiral. Is responsible for managing the mechanical team and ensuring the deadlines set by the Admiral are met.

Minisub Captain: Second to the Admiral. Is responsible for managing the electrical team and ensuring the deadlines set by the Admiral are met.

Financial Captain: Second to the Admiral. Is responsible for financial health and record keeping of the team. Oversees funding opportunities, making sure grants and other funding applications are completed correctly and submitted on time. Submits all Purchase Verification forms to CU RoboSub’s financial advisor, Stephanie Morris, for approval of engineering related purchases. While all non engineering related purchases will be sent through the corresponding channels.

Team officers: Second to the Captain to whom they are assigned. These positions are determined on a case by case basis as needed. Officer can be created to be in charge of new features or designs. Generally each Captain will create and assign officers to lead specific engineering projects related to their team. These officers will work with their Captain to pick a group of two to three members to lead during the completion of their engineering project.

**Article V: Meetings.**

There are 3 meeting types that happen during each semester, the general/recruitment meeting, leadership meetings, subteam meetings and
special meetings. All meetings will be posted in the teams shared google calendar account, shared on the teams slack, and be visible on the team website and all members are welcome to attend them.

The general/recruitment meeting will happen within 3 weeks of the start of the semester. This meeting is coordinated with the other robotics clubs (RMC, Quadcopter) as well as various members of robotics and research labs on campus.

Leadership meetings are held biweekly and are for the purpose of strategizing team management, discussing progress of the project, proposing amendments, as well as setting administrative and financial goals.

Subteam meetings shall be held weekly and are scheduled by the respective subteam captains. This includes electrical, mechanical, software, and minisub. The Financial Captain has the choice to hold regular meetings but generally most of the corresponding business is handled within the Biweekly leadership meetings. These meetings focus on the advancement of members’ projects and taking assistive measures if necessary.

Special meetings may take place to address specific needs, concerns or issues that may arise. Special meetings may be created by either the Admiral or Captains but not officers. If an officers feels the need for proposing a special meeting they shall address their captain who will in turn call for a special meeting if it is deemed necessary. The Captain or Admiral will notify members of special meetings either through slack or email and will make her or his best attempt to include all officers.

**Article VI: Executive Board.**

There is no executive board at this time. All management is run by officers.

**Article VII: Committees.**

Currently there are no committees active.
Article VIII: Handling of Funds.

The Financial captain will be in charge handling of funds and coordinating with various organizations, committees, and departments.

Article IX: Travel and lodging for competition.

When raising funds to attend the annual RoboSub competition held in San Diego, if funding goals are not met each member attending will contribute an equal share to make up the difference in costs. Note that any funds raised through means provided by or directly from CU Boulder will not be eligible for lodging or travel use by non school affiliated members.

Article X: Amendment of Bylaws.

Amendments to the Bylaws shall be done in two stages. First potential bylaw changes shall be proposed in a bi-weekly leadership meeting. The team leadership will take a vote the following meeting with a two thirds majority vote to enact the amendment. The passed amendment will take effect the following day.

Article XI: Removal of officers.

When an officer is deemed unfit to hold their responsibilities or has become derelict of their duties, the removal process can be initiated in two stages. First, the leadership will hold a special meeting with the officer in question to debate and propose their removal. If reasonable and necessary attempts have been made to coordinate with the officer in question and no meeting time can be set within two weeks of proposing the special meeting the other officers may hold the special meeting without the officer under question. Within one week a second meeting will be set to allow follow up questions after which the present officers will vote on the removal of the officer in question. If a two thirds majority of officers present vote to remove the officer they shall be removed of their duties and demoted to member status.
Definition of Terms:

**Consensus:** That there are no votes against a decision. This does not require every officer to vote but only that there are no opposing votes.

**Member:** Any person who has attended at least one meeting. This person generally has no responsibilities within the organization except to their officer and whichever project they are assigned to.

**Officer:** Any member who has been deemed worthy of increased responsibility through merit as decided upon by the current officers. This includes showing up to meetings that are reasonable and being responsive to communications from officers and members they oversee.

**School Affiliated:** This includes persons who are currently enrolled in CU Boulder, who have not been removed from the school by disciplinary action, as well as members who have graduated within 4 months or left the school within 4 months for non-disciplinary means.

**Team:** Each engineering sub-discipline represented in the club is a team. They are currently defined as Electrical, Software, Mechanical, and Minisub.

**Present:** can be either a physical presence or remote presence by way of remote video chat or cellphone.