

*This is a Constitution Template for new clubs for use by Yavapai College students. Items in **red** highlight need to be changed with your club's pertinent information.*

***** Constitution Template *****

I. Name:

A. **Yavapai College Robotic Club**

II. Purpose:

A. **To spread awareness and raise interest within our school and our community about robotics and robotic competitions including SumoBots and the MATE (Marine Advanced Technology Education center) ROV (remote operated vehicle) competition. Club members will work with educators and other clubs to earn valuable life experience with robotics, technology and science.**

III. Membership:

A. Anyone who is interested **in robotics, and ROVs** is welcome to become a member of the **club**. Club members must be enrolled at Yavapai College in order to represent Yavapai College **at any competitions or events** the club may attend.

IV. Officers and Elections:

A. Elections take place once a year for the following officers. All active members shall be eligible to serve in any open position. All terms shall be for the academic year, however, anyone may serve consecutive terms if elected.

B. **Robotics** Club Officer Positions

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Marketing Chair

C. Duties of the Officers:

1. **President:** The President will attend and preside over all meetings, will interface with the faculty advisor about meeting times, and locations and any other club business that requires faculty help or approval. The President will be responsible for writing and distributing a meeting agenda, and will ask for reports from all officers and sub committees at each meeting.
2. **Vice-President:** The Vice-President is responsible for all committee and sub-committee meetings. The Vice-President will also preside over general meetings when the President is absent or unable to attend.
3. **Secretary:** The Secretary will take and file minutes of all club meetings, or will find a replacement when unable to attend. The Secretary will assist the President

in creating meeting agendas and maintaining records of officer and committee assignments and progress. The Secretary will work with the club Advisor to provide and maintain current information to the Coordinator for Student Engagement and Activities for the Student Activities club website.

4. Treasurer: The Treasurer will meet with the Coordinator for Student Engagement and Activities to make deposits of funds raised, filing proper reports on such and monitoring and reporting on club expenses. The Treasurer will oversee or be responsible for fund raising and all deposits. Please schedule an appointment to make club deposits by calling 928-776-2020 or email mary.rizk@yc.edu.
 5. Marketing Chair: The Marketing Chair will be responsible for researching, engaging and coordinating club meetings, special projects and information collection for the purpose of advertisement and fund raising for the **Robotics Club**.
- V. Meetings:
- A. The club shall meet twice a month at a time and place determined by the members. The club will participate in one community service event/project per semester and provide documentation to the Coordinator for Student Engagement and Activities.
- VI. Decision Making:
- A. There must be a quorum of 50% +1 in order to pass any item on the monthly agenda. In the event that there is not a quorum at the meeting, members may be contacted by e-mail or phone on pertinent issues.
- VII. Finances and Budget:
- A. The membership will vote on expenditures of club funds.
 - B. The fiscal year shall be July 01 to June 30.
- VIII. Use of income and assets:
- A. All of the assets and income of the **robotics** club shall only be used for club promotional materials, trips, projects and **robotics**-related products. No part of the assets or income of the club shall be distributed to its members or officers.
- IX. Recall:
- A. Members may be recalled for:
 1. Failing to comply with the YC student code of conduct during meetings, workshops, outings, general campus events, or external organization events.
 2. Lack of attendance
 3. Destruction or misuse of **Robotics Club** property or money
 - B. Officers may be recalled for failure to carry out said duties.

- X. Amendment Procedures:
 - A. Proposed amendments to the constitution may be submitted in writing to the President by any active member for the club's review at the following meeting.
 - B. All proposed amendments must be approved by a majority (2/3) of the members.

- XI. Ratification Procedures
 - A. The constitution must be ratified by a majority (2/3) of the members.

What's in it for me?

Participation in a club helps you meet new friends, generate new interests and **provide you with real work experience employers are looking for**. Experience courtesy of the **Robotics Club**:

- FUN!
- **Technical experience in building, programming, and piloting ROVs**
- Working as a team
- Designing and completing a project
- **Working with the community to gain funds and materials**
- Working with a deadline
- Dealing with conflict
- Problem solving

Club Directory advertisement

The YC Robotics club's aim is to spread awareness and raise interest within our school and our community about robotics and robotic competitions including SumoBots and the MATE (Marine Advanced Technology Education center) ROV (remote operated vehicle) competition. Club members will work with educators and other clubs to earn valuable life experience with robotics, technology and science. Contact Advisor _____ at _____@yc.edu or call (928) _____ for more information.