# ROBOTICS AND A.I CLUB - CONSTITUTION ARTICLE I – NAME OF CLUB

The name of this club shall be Robotics and A.I Club (RAI)

# ARTICLE II – PURPOSE OF CLUB

The aim of this club is to form a community of individuals who are interested and passionate about robotics and artificial intelligence. We will be learning and exploring the world of robotics and artificial intelligence collectively as a team. Together, we will implement things that we have learned and build robots and A.I models. We will develop as a team and participate in robotics competitions and events such as, but not limited to, ROBOFEST. RAI officers will be finding guest speakers to host speaker events. We will try to collaborate with other schools and clubs to advance our knowledge and skills further.

# ARTICLE III – MEMBERSHIP

Any DASB cardholder who carries a minimum of 1/2 unit is eligible to join this club. The club requires no membership fees, however members may need to buy robotics accessories at their own expense. Club members may not be on academic or social probation.

# ARTICLE IV – QUALIFICATION AND ELECTION OF OFFICERS

Section 1

Club officers must be currently enrolled, have a minimum of a 2.0 cumulative Grade Point Average (GPA), must maintain 8 units, have a current DASB card, and must not be on academic or social probation.

Section 2

Officers will be a President, Vice-President, Secretary, Treasurer, Head of Marketing, Head of Academics and Head of Public Relations/ICC Representative.

The election of the Club Officers shall be held during the Sixth (6th) week of the Spring Quarter.

Club Officers shall be elected by a simple majority vote of active Club Officers present at that Club Meeting. In the event that there are three (3) or more candidates and no one person receives a simple majority of votes then the top two (2) candidates will participate in a

run-off election. New officers will be sworn in upon completion of the Seventh (7th) week of the Spring Quarter

Section 3

The election will be done by a confidential discussion forum by the current club officers and advisors.

# ARTICLE V – DUTIES OF THE OFFICERS

Section 1 – President

* Preside over all meetings.
* Call special meetings.
* Carry out the provisions of the constitution.
* Appoint committees and chairpersons.
* Oversee all committee activities.
* Help other officers as necessary.
* Maintain active communication between all officers, Club Advisor, and members.
* Select and decide topics covered in meetings.

Section 2 – Vice President

* Assume the duties of the president in their absence.
* Perform any duties delegated by the president.
* Be responsible for maintenance of membership records.
* Assist the President in managing club functions
* Maintain an active communication with the members

Section 3 – Secretary

* Record and keep accurate minutes of all meetings.
* Act as correspondence clerk.
* Print and distribute agenda for all meetings.
* Acquire and maintain a register of club member contact information.
* Archive copies of all forms and documents submitted by the club.

Section 4 – Treasurer/ICC Representative

* Find, secure and handle funds and finances for the club.
* Keep financial records and collect dues.
* Pay bills and release funds as voted by the general membership.
* Make financial reports at least once a month at the meeting.
* Find companies or organisations that are willing to sponsor the clubs together with the Head of Public Relations.
* Research costs involved in any and all events and functions.
* Attend all Inter Club Council meetings.
* Report the results of ICC meetings at club meetings.
* Preside over all ICC administration requirements.
* Maintain relation with ICC advisor.

Section 5 – Head of Marketing

* Handle all RAI social media platforms.
* Creating advertising strategies for the club.
* Keep members up to date with what goes on during meetings and new club updates.
* Maintain a close relationship with all members.
* Maintain RAI club website.
* Take feedback and suggestions from members and report them in meetings.
* Recruit club members.
* Ensure that the members do not feel intimidated by the officers and ensure that there is no hierarchy within the club.

Section 6 – Head of Public Relations

* Find and invite guest speakers for RAI.
* Find companies or organisations that are willing to sponsor the club together with the Treasurer.
* Form relations with other clubs and schools to do joint projects.
* Find and enrol in competitions and events RAI can participate in.
* Connect working professionals with RAI and hold workshops to further deepen knowledge in robotics and A.I.

Section 7- Head of Academics

* Assume the position of project lead in RAI projects.
* Select other project leads as necessary and oversee them.
* Draw course outlines for members.
* Helps members solve technical problems they face.
* Find academic opportunities for members.

# ARTICLE VI – EXECUTIVE COUNCIL

Section 1

The Executive Council will consist of the President/ICC Representative, Vice President, Secretary, Treasurer, Head of Marketing, Head of Academics and Head of Public Relations who shall meet as often as necessary.

Section 2 – Duties of the Executive Council

* To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
* To execute policies determined by the general membership.
* To govern activities of the club.
* To compile agenda for general meetings.

# ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICERS AND MEMBERS

Section 1

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the executive council and interns.

Section 2

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club such as, but not limited to, missing three (3) consecutive club meetings, failing to do assigned tasks and failing to keep up with responsibilities. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal there must be one week's notice of intent publicised.

Section 3

Any officer vacancies shall be filled by an election held within two weeks.

# ARTICLE VIII – MEETINGS

Section 1

There must be public notice of club meetings on the club board at least five (5) school days in advance.

Section 2

There must be a meeting at least once a month held at De Anza College.

Section 3

There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.

Section 4

Minutes must be kept of all financial action with the club secretary.

Section 5

The treasurer will need to make a written and oral report at least once a month at the meeting.

# ARTICLE IX – COMMITTEES

Section 1

The standing committees of this club shall be appointed as necessary:

# ARTICLE X – ADVISOR

Section 1 – The role of the advisor is to:

* Serve as the official staff representative of the college.
* Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
* Assist each officer of the club in understanding their duties.
* Give particular attention to the financial activities of the group in order to prevent the incurring of organisational debts for succeeding members to pay.
* Assist students to understand and apply democratic principles within their own organisations, and in working with others.
* Be present for all official club/organisation meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organisation.
* Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
* Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
* Ensure that appropriate college policies are upheld.
* To sign all club/organisation requisitions for the club/organisations, and to make sure that 1) their student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
* Assist and mentor members in their projects.

# ARTICLE XI – RESPONSIBILITIES

Section 1

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

# ARTICLE XII – RIGHT TO ACT

Section 1

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

# ARTICLE XIII – AMENDMENTS TO CONSTITUTION

Section 1

Any amendment change requires a half vote at a general club meeting and must then be approved at the ICC Agenda Meeting.

Section 2

Changes to amendment can be made anytime during the lifetime of the club.

Section 3

All members must be informed ahead of time before any changes take place.