

KatatroniX Robotics Club

I. Organization Purpose

- a. Our organization goal is is cl tigei04i045nl(tatron)8ment4i04or5(-29lea)5rnin(g)1,(,-29pr)-0

- ii. Must have been on the team for 2 years, or have a background in robotics competition (FRC, VEX, FTC, etc.).
- b. **Vice President**
 - i. The vice president's role is to be the backup for the president. He/she will participate in committee meetings. Any public presentation or meeting that the president cannot make the VP will stand in for him/her.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- c. **Treasurer**
 - i. The treasurer must manage all money related activity. He/she will handle sponsorship's funding. They will approve of spending requests. Will ensure of no overspending and create budgets for all projects. Will be responsible for creating the spending report for the end of the year that will be presented to the school.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- d. **Outreach Coordinator**
 - i. Outreach's job is to grow student interest. He/she organize team building meeting. He/she is also responsible for team image outside of campus. He/she will look for sponsorships.
 - ii. Must have attended all mandatory meetings (or with valid absence).
- e. **Executive Member**
 - i. Executive member will keep the organization efficient. He/she will participate in committee meetings. They will be responsible of team communication such as e-mail, text messages, flyers, posters, etc. He/she will schedule meetings a5 Tm-117(me)-11-117(me)-11-117(me)-11-117(me)-11-117(me)

students and learn more about the KatatroniX organization. As for the school year of 2019, the organization will be open for all students and not impeded by their majors or minor. We believe the organization will help students in all aspects of problem solving and teamwork.

IX. Financial Procedures and Membership dues

- a. At the beginning of every school year the team must come up with the year's budget.
- b. A budget will be made for any sub-projects that the team wishes to proceed. This budget will be subtracted from the yearly budget.
- c. All money spent must be handled or reported to the treasurer. The treasurer will keep and file all spending reports throughout a school year.
- d. At the end of the school year the team must compile all the team's expenses and create a report. This report will be filed and brought up as proof of our spending and to be reported to the school.
- e. Money received by the club should be put into a banking account for safekeeping.

X. Annual General Meeting

- a. At the AGM the elections will be held, and the final team expense will be presented.
- b. After the AGM the new leadership committee will meet to discuss any necessary amendments to the constitution. After a new draft of the constitution is made it will be submitted to the Department of Student leadership Initiatives.
 - i. **Amendments** - Amendments to the Constitution will be brought up by a leadership committee member, then the leadership committee will discuss the amendment suggested and vote upon it.
 1. Amendments can be brought up by members other than the leadership committee at the AGM meeting but will still be voted upon by the Leadership committee, unless hopelessly deadlocked. If hopelessly deadlocked the leadership committee will bring the vote to the general meeting if it cannot be decided upon by the leadership committee.
 - ii. The president will submit the new constitution after any new amendments are made.
 1. If the president cannot, said process will be handled by the hierarchy list from the leadership committee, as listed above.
- c. Once approved in the AGM by the club members/committee, the amended constitution MUST also be approved by the department of Leadership Initiatives to be official.