

INTELLIGENT SYSTEMS CLUB

University of Michigan
- Dearborn, MI
Constitution

Most Recent Review Date: 4/2/2016

Date of Ratification: April 2nd, 2016

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PREAMBLE

As the Members of the Intelligent Systems Club at the University of Michigan - Dearborn, we hereby establish this Constitution to manage this Organization efficiently and effectively, to fulfill the Organization's intended purposes, and to uphold the integrity of the Organization, for as long as can be attained. With this document, we shall promote excellence through knowledge, experience, and outreach in all our Club activities. By exhibiting and maintaining unity, we strive for success, and represent our University with pride.

ARTICLE I: NAME AND PURPOSE

Section 1: Name of the Organization

This nonprofit organization founded in the State of Michigan for which this Constitution is established shall be named the "Intelligent Systems Club", which is a student-operated organization of the University of Michigan - Dearborn and shall be referred to in this document and all other Club documents as the "Club", "Organization", or abbreviated as "ISC."

Section 2: Mission Statement

The ISC is an organization with the goal of providing an environment where like-minded individuals with enthusiasm for robotics and intelligent systems can engage in hands-on system development through a learning and experimental atmosphere.

Section 3: Purposes of the Organization

The purposes of the ISC are to:

- ❖ Design and build robots and intelligent systems. The robots and intelligent systems can be created for fun, competitions, and/or educational credit.
- ❖ Provide a positive and productive learning environment experience for Club Members through a teamwork environment where new members can utilize and learn from past and present member's project trials and errors.
- ❖ Provide club members with industry applicable experience in an educational atmosphere. The experience is not limited to engineering, and can span to other all other fields such as public relations, business, accounting, education.
- ❖ Improve the surrounding campus community through a welcoming environment to all, and participation in events which improve the community such as robotic training sessions, and S.T.E.M. outreach events.

ARTICLE II: MEMBERSHIP

Section 1: Definition of Club Member

A Club Member is an individual who fulfills the Qualifications for Club Members when they apply.

Section 2: Qualifications for Club Members

The club relies solely on those willing to participate, it is decided that the qualifications for membership should not be permanent. Those who are involved with the club at the present point in time shall be responsible for defining what the criteria for club members are.

The qualifications for a club member are defined in the Intelligent Systems Club's current By-Laws.

Section 3: Non-Discrimination Policy

The Intelligent Systems Club, as a Student Organization of the University of Michigan - Dearborn, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The Intelligent Systems Club is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in our educational programs, activities, and admissions.

Section 4: Non-Hazing Policy

Hazing will not be used as a condition of membership in this organization.

ARTICLE III: THE EXECUTIVE BOARD

Section 1: Organization of the Executive Board

The Executive Board consists of Active Members in volunteered or elected positions, also known as Executive Board Members. The Executive Board Positions are as follows:

- ❖ President
- ❖ Vice President
- ❖ Executive of Business
- ❖ Executive of Public Relations
- ❖ Executive of Logistics
- ❖ Team Representatives

The executive board members should not hold more than one executive board position at once, unless there is no other willing and capable members to hold a vacant position. This applies to all roles of the executive board.

It is also the responsibility of each member in an executive board role to search for a successor to their position if they plan to leave their role for whatever reason.

Section 2: Duties of the President

The President has the following duties:

- ❖ leading the Organization and ensuring that the organization is fulfilling its intended purposes.
- ❖ utilizing the highest decision making over Club Members with responsibility
- ❖ having and maintaining full commitment to the Organization.
- ❖ convening at least one Organizational general body meeting per semester and one Executive-board Meeting every four weeks during the fall and winter semesters.
- ❖ overseeing the administrative functions and activities of the Organization.
- ❖ ensuring that all necessary information be passed down to following president and members of the organization. This includes University resource locations, Club documentation accounts and email passwords, locker combinations, and any other important information related to the club.

Section 3: Duties of the Vice President

The Vice President has the following duties:

- ❖ leading the Organization in the absence of the President.
- ❖ utilizing the second-highest decision making over over Club Members with responsibility.
- ❖ assisting the President in overseeing administrative functions of the organization.
- ❖ convening Organization Meetings and Executive Board Meetings when necessary.
- ❖ notifying active club members they can volunteer to run for an executive board role at the

- ❖ end of each semester, so that any willing members can take office the following semester.
- ❖ to administer elections in the case of a contested executive board position.

Section 4: Duties of the Executive of Business

The Executive of Business is to be head of the Business team. The business team shall be organized by the Executive of Business. The duties of the Executive of Business and the Business team to:

- ❖ ensure that the Executive of Business, or an active member of the business team, is the authorized signer for the organization by completing all necessary university paperwork.
- ❖ facilitate purchasing while keeping a record of all club purchases and up-to-date budgetary information.
- ❖ organizing sponsorships and donations.
- ❖ creating and updating the Organization's Business Plan.
- ❖ convening Business Team meetings when necessary.
- ❖ providing financial statements to the Executive Board and University of Michigan - Dearborn Administration upon request.
- ❖ maintain relationships with key people involving our university accounts.

Section 5: Duties of the Executive of Public Relations

The Executive of Public Relations is to be head of the Public Relations team. The Public Relations team shall be organized by the Executive of Public Relations. The duties of the Executive of Public Relations and the Public Relations team to:

- ❖ ensuring that the organization website is up to date, and actively available to the public.
- ❖ documenting and storing club activities via photos and videos, and sharing them through social media means.
- ❖ recruiting new members into the club and retaining new club members through social events including the training program.
- ❖ establishing internal relations with organizations within University of Michigan - Dearborn.
- ❖ establishing community relations with organizations outside University of Michigan - Dearborn for outreach events.
- ❖ advertising the club through means such as logo development, t-shirt design, flier creation and posting, classroom talks.
- ❖ convening Public Relations Team meetings when necessary.

Section 6: Duties of the Executive of Logistics

The Executive of Logistics has the following duties:

- ❖ creating and updating the Lab Safety Guide
- ❖ making sure that the club complies with OSHA and University of Michigan - Dearborn Safety Standards.
- ❖ developing plans of action for emergency situations.
- ❖ ensures all members of the club intending to work in the lab area are lab safety trained.
- ❖ keeping lab space clean and organized, not limited to tools and equipment.

- ❖ Convening Logistics Team meetings when necessary.
- ❖ providing an inventory of Club assets upon request of the Executive Board or University of Michigan - Dearborn Administration.
- ❖ maintaining the 24/7 Club Access List.
- ❖ maintaining the necessary tools and equipment needed to facilitate working in the lab.
- ❖ understanding and delegating club travel plans in accordance to university policy.

Section 7: Organization of Teams

In the case that a small group becomes a team, it is the team leader's responsibility to uphold the following responsibilities:

- ❖ Ensuring that the team is actively attempting to complete its goal. This includes maintaining a progress log or some sort of organizational documentation.
- ❖ Ensuring that the team is not exceeding the budget allotted by the executive board.
- ❖ Ensuring that all team members are welcomed, and any new member interested in the team has every opportunity to join. This includes posting up-to-date information on any meetings on the club calendar.
- ❖ Ensuring that the progress of the team is relayed to the executive board and faculty advisor whenever necessary or requested.
- ❖ Keeping an updated ledger of their team budget, and how much has been charged to that budget. Ensure that their team is not spending more than their allotted budget, by means of not sending purchase approvals if spending has exceeded a team's budget.
- ❖ Providing a list of members on the team who are actively participating in the team to the rest of the executive board when requested.

Section 8: Responsibility of Executive Board Members

It is the responsibility of the Executive board to ensure that the club operates within the policies and standards set forth by the University of Michigan - Dearborn. The executive board must take responsibility for the safety of the members of the club by ensuring all safety standards are met at all times. The Executive board must also encourage a welcoming and curious environment where students in the club can learn outside of the classroom through hands on experience by participating in projects small and large.

Executive power is limited by University of Michigan - Dearborn policy, Local law, State law, Federal law, and by this Constitution. A request of action can never be an order to vote a certain way, an order to not participate in a vote that a Club Member can participate in, an order to give/lose/exchange money and/or assets that the Organization does not own, an order to resign an Executive Board Position without consent from the faculty advisor, an order to resign Club Membership without going through the proper process, an order to rig an election, nor an order to break a rule in the Constitution.

ARTICLE IV: ORGANIZATIONAL OPERATIONS

Section 1: Organization of Small Groups

Each Active Member has the right to create one or more Groups if they wish. The purpose of small groups is to encourage small project development, innovation, and curiosity with new technologies. Small groups are meant to create an innovative and curious engineering environment where members come to explore and learn about new technologies they are interested.

A Group may consist of one (1) or more members, and should have a name and a defined purpose. Groups are generally created to work on a project, whether for academic or competitive purposes. A Group may apply to the faculty advisor to be upgraded to a Team if they have at least four (4) Active Members in the group. The group may request funds from the executive board from the "Small project budget".

It is encouraged that small groups attempt to become teams, and that all of their hard efforts be documented for future members to learn from.

Section 2: Organization of Teams

When a small group would like to become a team of the organization it is their responsibility to contact the faculty advisor. When contacting the faculty advisor they should have a team name, an appointed leader, a well defined purpose for the team's formation, and a goal which the team can continuously attempt to achieve.

The faculty advisor has full authority to approve the team's request on whether the small group becomes a team. When deciding the advisor should consider the number of teams currently in the club, the finances available, and budget needed to help the team accomplish its goal, and the amount of club members interested in the participating in the team. The faculty advisor must consult with the Executive Board before making the final decision and explain the reason he/she plans to approve or disapprove of the small groups request to become an organizational team.

The minimum team member requirement, and number of organizational teams that are allowed is left to the discretion of the faculty advisor.

If it the small group becomes a team, then the team lead is to uphold the responsibilities defined in article III, section 7.

Section 3: Dissolving of Teams

When there are no longer any willing members to participate in a team, the team is dissolved when the most recent team lead informs the executive board of the team's decision to dissolve.

Section 4: Election and Appointment of Executive Board Members

Each semester the Vice president is responsible for notifying club members they can volunteer to take over an executive board role at the end of each semester, so that any willing members can take office the following semester. The vice president then communicates with those willing to take an executive board position, and coordinates with those volunteering to hold an executive board position. Each member is eligible to hold any single executive position so long as they uphold a grade point average of 2.5 as per university policy. Each member is allowed to run for only one executive board position and is not allowed to hold more than one position at any given time.

In the case where two members are running for a single role on the executive board then the decision for who takes the role goes to an active member vote. The vote is coordinated by the current vice president, unless the current vice president will be an option in the vote, then he/she is to delegate the request to an appropriate club member.

Only club active members, as defined in the bylaws, are allowed to vote. The plurality vote winner of the election is awarded the executive board position.

In the case where that are any discrepancies in the voting process, or any other misdealing with the election process, then the final decision is at the faculty advisor's discretion.

Section 5: Constitution Interpretations

In the event that there is any disagreement in interpretation of the constitution, the disagreeing parties shall present their disagreement to the faculty advisor and the ruling decision is up to the faculty advisor.

Section 6: Executive Board Member Impeachment

In the event that there is any desire for an impeachment of a member in the executive board the member(s) who want to enact the impeachment shall present their argument to the faculty advisor and the ruling decision is up to the Faculty Advisor.

Section 7: Resignation of Executive Board Members

It is the responsibility of the executive board member resigning to hand down all necessary information to the member who will replace them. In the case that there is no one to replace them, then it is their responsibility to hand down the information in a well documented fashion, so when the position is refilled, it is easy for the student to fulfill their responsibilities in their new role.

If there is a willing replacement of the resigning executive board member, then they can take the position immediately as long as there is no other willing member, and is approved by the faculty advisor. Otherwise, the position goes unfilled until the next election process.

Section 8: Organization Spending

At the beginning of each club fiscal year (starting in September at the start of each fall term) the executive of business, with the assistance of the business team, shall present the current state of club funds to the executive board at an executive board meeting. At this meeting, any teams that wishes to spend club money must propose a budget for the year (fall, winter and

summer semesters). The executive board will decide on which budgets can be funded under the current financial situation.

It is the responsibility of the Executive board to budget a portion of club funds to put towards small projects, to a budget called “Small Group Budget”, which groups can request funds from throughout the year.

It is the duty of all Executive Board members that the club funds must always be used for nonprofit purposes, not for personal financial gain.

Section 9: Small Group Budget

The small group budget is meant to serve as a budget for projects throughout the school year which arise spontaneously. They could arise from new members with new project ideas, or senior members who would like to buy a new technology to understand it better. The small group budget is meant to encourage members to look into new technologies and learn how to use them.

Any team can request the executive board at any time to purchase a new technology/part for their project. The only expectation for using small project funds is to document any successes or failures the group has. This is meant to encourage the passing down of information from graduating class to graduating class.

If for any reason a small group feels as though their purchase request was denied for unjustifiable reasons, then they shall present their situation to the faculty advisor and he/she will have final say on the matter.

Section 10: Sole Treasurer

The Authorized Signer, appointed by the Executive of Business (or the Executive himself/herself), can only be the Treasurer for the ISC, and not of any other Student Organization in the University of Michigan.

Section 11: Organization Dissolution

Only with a Unanimous Vote of all Active Members in favor of Dissolution, shall the ISC Dissolve. Upon a successful Dissolution Vote, the funds and assets of the Organization shall be returned to the university departments to which they belong.

Section 12: Ultimate Veto

The Faculty Advisor has the power of Ultimate Veto, the ability to undo or block, any actions made within the Club if they feel necessary.

ARTICLE V: RATIFICATION AND AMENDMENTS

Section 1: Amendment Vote

An Amendment can be added to improve, add to, or alter the existing Constitution if a majority of the Executive Board approve of the Amendment (Amendment Vote) and the faculty advisor approves, unless the Amendment qualifies for a Constitution Vote, in which case a Constitution Vote must be held.

If an Amendment passes a vote, then the amendment takes effect immediately. If an Amendment fails a vote, then the Amendment can be edited by the party submitting the amendment and resubmit for an amendment vote.

Section 2: Constitution Vote

In order for the ratification of this Constitution, it must be signed by at least 3/4 of the executive board Members and faculty advisor approval. Once approved by executive board and faculty advisor, the changes to the constitution should be broadcast to all active members, and if any members have any objections to the proposal they have a minimum of three days to express them to the faculty advisor. If any objections are expressed it is at the faculty advisor's discretion to require another constitutional vote or take a course of action as they see fit.

ARTICLE IV: Appendix

Section 1: Bylaws

There shall be written Bylaws in which contain the policies enacted by the current administration through their established Authority as Executive Board Members. This document is different from the Constitution, which instead establishes the minimum level of organization and the rules that govern the administration and future administrations. Anyone within the club can propose policies to be detailed within the Bylaws. However an individual cannot:

- ❖ Change an established policy, unless first removed from the Bylaws by the faculty advisor.
- ❖ Propose a policy which conflicts with previously established policies.
- ❖ Propose a policy which conflicts with any article of this constitution.

The faculty advisor has full control over the Bylaws, and can remove sections from the Bylaws if they see fit, and can also reject proposals if they conflict with the constitution, or existing Bylaws.

The Bylaws are located at the following link:

<https://www.iscumd.com/bylaws>