

Kennesaw State University

Autonomous Underwater Vehicle Team Constitution



2016 – 2017

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**Mission Statement:**

The Autonomous Underwater Vehicle Team was established to provide real world experience in robotics and engineering; to strive to take a systems engineering approach to the design, development, and deployment of an autonomous underwater vehicle; compete in an annual competition; and to promote teamwork and communication among team members and other individuals.

## **Article I:**

### **Names and Purpose**

#### **SECTION 1 NAME**

This organization shall be known as the Kennesaw State University (KSU) Autonomous Underwater Vehicle (AUV) Team.

#### **SECTION 2 PURPOSE**

The purpose shall be the dissemination of knowledge of the theory and practice of all phases of electrical engineering, mechanical engineering, software engineering, and other allied fields, as well as the furtherance of the professional development of the student.

## **Article II:**

### **Bylaws**

#### **SECTION 1**

Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of the AUV Team. The term 'Bylaws' as used in this Constitution refers only to the Bylaws of the KSU AUV Team.

#### **SECTION 2**

Proposed Bylaws changes and the reasons therefor shall be sent to all KSU AUV Team's Officer Body at which the vote shall be taken. The votes of two-thirds of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be required to approve any new Bylaw, amendment, or revocation

**Article III:**  
**Officer Body**

**SECTION 1**

The management of the affairs of the Team shall be in the hands of the Officer Body, which consists of the duly elected Officers of the Team and appointed Managers. No one person shall hold more than one Officer position.

**SECTION 2**

The Officer Body shall be the governing body of the team and shall transact all business it deems advisable. It shall do this by holding monthly meetings consisting of only the Officer Body to ensure the progression of the team.

**SECTION 3**

The faculty advisers shall have a vote on any transaction of the Team.

**Article IV:**  
**Membership**

Members of all levels must maintain Good Academic Standing.

**SECTION 1 ACTIVE MEMBER:**

- A. Must maintain a cumulative GPA of 2.5
- B. May not miss more than three (3) General meetings or three (3) Team activities within one semester unless a reasonable excuse is provided.
  - I. A reasonable excuse is defined as work, doctor's appointment, class, or an emergency.
  - II. Proof must be provided in order for the excuse to be considered valid.
- C. If these requirements are not met, an Active Member will be reverted back to Member

**SECTION 2 MEMBERS**

- A. Are disqualified from holding Officer and Management positions
- B. Must remain in good Academic Standing with KSU.
- C. If these requirements are not met, a Member will be reverted to Probation Member.
- D. If a Member meets the requirements for Active Member, then they will be elevated to Active Member.

**SECTION 3 NEW MEMBERS**

- A. All new recruits start as new members
- B. If a New Member meets the requirements for Member, then they will be elevated to Member.

**SECTION 4 PROBATION MEMBERS**

- A. After 3 months, a Probation Member who has met the requirements for Member will be elevated to Member.
- B. Will not be assigned primary positions on Team projects
- C. If a Probation Member remains a Probation Member and also fails to meet requirements for Member for 6 months, they are removed from the Team.

**SECTION 5 REVIEW OF MEMBERSHIP**

At the end of the year, all members will submit their transcript to the President in order to ensure they are maintaining the qualifications appropriate for their membership status.

**Article V:**  
**Officers**

**SECTION 1 POSITIONS**

The Officers of the Team shall be President, Vice-President, Treasurer, Secretary, and Marketing Officer.

**SECTION 2 ELIGIBILITY**

Only Active Members shall be eligible to hold office.

**SECTION 3 TERM LENGTH**

The term of office shall ordinarily be one year and shall begin on the first day of class every Fall semester.

**SECTION 4 ELECTIONS**

Elections of Officers for the upcoming year shall be held no later than the second to last meeting of Spring semester. The voting body shall consist of Members and Active Members.

**SECTION 5 REMOVALS**

If any Officer is not fulfilling his or her duties, the Officers and Faculty Advisers shall meet to determine whether such an Officer should be demoted. A simple majority of the Officers present is required to demote an Officer.

**SECTION 6 OFFICER REPLACEMENT**

If any Officer position is vacant, an emergency election shall be held. The voting body shall consist of Members and Active Members.



**Article VI:**  
**Managers**

**SECTION 1 POSITIONS**

The Managers of the Team shall be an Electrical Division Manager, a Mechanical Division Manager, and a Software Division Manager. Other Manager positions can be created in the event a new Division arises.

**SECTION 2 RESPONSIBILITIES**

Handle the day-to-day operations of their respective divisions.

**SECTION 3 ELIGIBILITY**

Only Active Members shall be eligible to hold Manager positions.

**SECTION 4 APPOINTMENTS**

Active Members may be appointed Managers by the Officer Body. Three-fourths of the Officer Body must agree to appoint an individual as a Manager.

**Article VII:  
Duties of Officers**

**SECTION 1 PRESIDENT:**

- A. Preside over all meetings of the Team.
- B. Hold regular meetings with the Officer Body and serve as chair.
- C. Arrange for the election of Officers on an annual basis.
- D. Ensure smooth transfer of information and materials to newly-elected Officers and arrange orderly transfer of Team records.
- E. Communicate frequently and openly with other Officers.

**SECTION 2 VICE-PRESIDENT:**

- A. Shall perform all functions of the Team President in the President's absence or upon the request of the President.
- B. Assist the President in holding Officers accountable to their respective responsibilities.
- C. Assist the President in ensuring that the Team's activities are conducted under the provisions of the current Team Constitution and Bylaws.
- D. Arrange for an orderly transfer of appropriate Team records to the incoming Vice-President.

**SECTION 3 SECRETARY:**

- A. Shall keep a record of Team activities and record the number of members at each meeting or activity.
- B. Carry on all communications necessary to the activity of the Team and ensure that all activities of the Team are in accordance with the Team Constitution and Bylaws.
- C. Maintain a Team membership roster and committee assignment lists.
- D. Be responsible for all Team correspondence.
- E. Post a calendar of events.
- F. Arrange for an orderly transfer of appropriate Team records to the incoming Secretary.
- G. Act as Reservation Delegate

SECTION 4 TREASURER:

- A. Maintain all appropriate Team accounts.
- B. Shall receive all income and pay all debts of the Team as authorized by the Officer Body and keep an account of all receipts and expenditures.
- C. Shall complete the year-end Financial Statements for inclusion in the Annual Report of Activities and prepare a budget for the Congress of Student Organizations.
- D. Prepare an annual budget and submit an annual plan of activities to the Student Government Association and Alumni Foundation.
- E. Receive bi-monthly financial reports from all Managers.
- F. Work with the President and Faculty Adviser to oversee all fundraising efforts.
- G. Arrange for an orderly transfer of all Team financial records to the incoming Treasurer.
- H. Be the sole contact for ordering supplies through Student Life.
- I. Provide a treasury report at every meeting that details income, outflow, and total balance.

SECTION 5 MARKETING OFFICER:

- A. Operate social media accounts and distribute flyers
- B. Publicize meeting times and locations.
- C. Attend and record activities and events of the organization
- D. Work at attaining sponsorships

**Article VIII:**  
**Meetings**

**SECTION 1**

The Team shall hold regular and special meetings at such places and times as designated by the Officer Body.

**Article IX:**  
**Lab Access**

**SECTION 1**

Lab key card access can be granted at the discretion of the Officers and Managers.

**Article X:**  
**Reimbursement**

SECTION 1:

- A. Only Active Members will qualify for travel-related reimbursement.
- B. Any Active Member, Member, or Probation Member is qualified for parts and material reimbursement if he or she provides Division Manager approval.

**Article XI:**  
**Regulations**

SECTION 1

- A. The Organization does not discriminate on the basis of race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.
- B. The Organization will not practice any physical or psychological forms of hazing and our members are free to discontinue their membership without undue pressure or interference.
- C. The Organization agrees to abide by the policies of Kennesaw State University as well as all federal, state, and local laws. This Constitution, Bylaws, and any revisions or amendments must be approved by Student Activities Budget Advisory Committee (SABAC) prior to implementation.

**Article XII:**  
**Amendments**

SECTION 1

The Team is empowered to adopt Bylaws, which are consistent with this Constitution.

SECTION 2

This Constitution may be amended by a two-thirds vote of members present at two consecutive meetings. The vote must happen at the meeting immediately following the proposed amendment.

SECTION 3

This Constitution must be reviewed and renewed every year, concurrent with the Officer Elections.

Last Updated 1/28/17