

Bylaws of Team 1718: The Fighting Pi

Bylaws will take effect October 1, 2009

ARTICLE I: NAME AND PURPOSE

Section A: Name

1. The official name of the team shall be "Team 1718"
2. The team shall also be known as the "Fighting Pi"

Section B: Purpose

As a team, our goal is to spread the message of FIRST by educating all students in the field of engineering, and to provide real life experiences and opportunities to further their knowledge and skills. We hope to bring students and mentors together to work towards common goals and promote citizenship and social development within the surrounding communities.

ARTICLE II: DUES, FEES, AND PROCEDURES

Section A: Dues and Fees

1. Before kickoff each season, all members must pay \$100 before they can attend any robotics function that occurs after kickoff. This fee is non-refundable.
2. Families with more than one student on the team will pay \$100 for the first student and \$25 for each additional student.
3. Hotel rooms for competitions will be paid by the students (total cost of rooms divided by the number of students attending the event).
4. If the team qualifies for (and attends) the Michigan State Championship, or the world Championship, an additional \$100 fee may be charged to each student that wishes to attend.
5. If the general team fund is low on money, then an additional fee may be charged to each member of the team.
6. The mentors will meet to come up with the dollar amount, and a unanimous vote among the mentors will pass it.
7. Returning members can pay these fees with team credits, if they have them.

Section B: Team Credits

1. Every member will have the opportunity to earn team credits.
2. These credits act like coupons, and can be used to "pay down" team fees.
3. Any credits a team member has earned will roll over to the next year.
4. Credits are gained by student members participating in fundraising.

Section C: Procedures

1. All students must go through an application process and interview before joining the team.
2. All students must provide a copy of these bylaws, signed by themselves and their parents, and their final report card from the previous year at the time of their interview.
3. The application process will be handled by mentors on a year to year basis.
4. The application and selection process will be completed before the official start of the season, October 1st.
5. All important dates and times will be kept in the master calendar, to be controlled by one mentor.

ARTICLE III: STRUCTURE

Section A: General Structure

1. As a general structure, the team will be organized into three departments; Mechanical, Controls, and Business (Exceptions: the Game Field, Drive Team and CAD group are treated separately).
2. Each department will be headed by a Lead Mentor and a Team Captain. The Team Captain and Lead Mentor of the Mechanical and Controls groups will organize their departments.
3. The Team Captain of each group will be required to create a working calendar in order to track tasks and their progress throughout the build season.
4. The Team Captain of each department must present their calendar to the membership during lunch at Saturday meetings to show what progress they have made. This meeting will be controlled by the keeper of the master calendar.

Section B: Game Field

1. A mentor will be designated to organize the game field until a drive team is chosen.
2. It will be this mentor's duty to organize the construction and maintenance of the field.
3. This mentor, with the help of two students, will create, set up, and administer the drive test.
4. It is assumed that all students will take all drive tests unless they remove themselves from them.
5. If a student takes any drive test, they must take all three.
6. The drive test must be graded using objective terms.
7. The drive team consists of four people. The main driver, the object manipulator, the human player, and the drive coach. The first three will be decided with tests, the last will default to the Head Mentor, unless he/she relinquishes the position. If more positions are needed, more will be created.
8. Members of the Drive Team cannot be members of the Judges Group, or the core members of the Pit Crew.
9. The Game Field and Drive Team does not fall under the jurisdiction of the controls, mechanical, or business department.
10. No student is allowed at the game field without mentor supervision.

Section C: CAD Group

1. The CAD group falls under neither the controls, mechanical, or business department. It will operate separately as the bridge between all three.
2. The CAD group will have a mentor leading the group with two main students.
3. Anyone who wishes to participate in the CAD group is welcome.

Section D: Business

1. Every student will be required to commit themselves to at least one group within the business department.
2. Each group will have a delegate, whose job it is to report group progress, or lack thereof, to the Team Captain and Lead Mentor.
3. The delegate of each group will be voted upon by the members who make up that group.
4. If the Captain of the Business Department joins a group, that group will not have a delegate.
5. The Team Captain of the Business Department will be in charge of setting meeting times for all business groups.
6. Competition and Public Relations Divisions, which fall under the Business Department, will be presided over by the Team Captain and Lead Mentor.
7. Each group will have a minimum and maximum number of students participating in it. These values will be created based on how many students are on the team.
8. The students will propose at least five groups they would like to participate in during their interviews, ranking them from 1 to 5 (1 being their first choice, 5 being their last).

9. The Mentors will hold a meeting to place students into their business groups.
10. Those students who make up a business group are responsible for getting the work done.
11. They can break up the work however they like.
12. When a project has been finished by a group they must present their work to the Team Captain and Lead Mentor at their earliest convenience, at which time all students involved will rate the contributions of those involved.
13. A working calendar will be created using Microsoft Project to track all projects of the business group.
14. Each project will be given two due dates, a hard date and a soft date.
15. If necessary a soft date can be overlooked with approval from the Team Captain or Lead Mentor.
16. A hard date must be met regardless of the consequences.
17. Members of a business group may enlist the help of others to complete their tasks. These members are volunteers and can help if they choose, but they are still responsible for completing their own tasks.
18. If a student volunteers to help complete a business task that is not their own, they will take part in the presentation to the Captain and Lead Mentor and the rating of other contributors.
19. The Team Captain and Lead Mentor have the right to add members to groups, as well as create new groups, as they deem necessary.

Section E: Competitions

1. The Competitions division refers to business actions performed at competitions and is used strictly for organizational purposes.
2. Groups within this department may include: Imagery, Swag, Awards, Scouting, Safety, and Video.
3. Imagery; how the team is seen by others for instance; team shirts, cheering, logos, pit layout/design, etc.
4. Swag; any materials handed out to the general public (i.e. buttons)
5. Awards; making awards to give to other teams, seeking out awards for our team, organizing presentations to judges, etc.
6. Scouting; makes scouting program and sheets, schedules, is in charge of all members scouting during competitions, and trains students on how to use the system.
7. Safety; run by the Safety Captain, makes safety posters, is in charge of monitoring safety throughout build season and competitions, etc. The representative for the safety group will serve as Safety Captain to the team.
8. Video; works with awards group to create a video.

Section F: Public Relations

1. The public relations division refers to club activities that aren't directly related to the robot or competitions.
2. This includes business such as: Sponsors, Fundraising, Community Outreach Group, Media, Newsletters, Website, and Presentations.
3. Sponsors; group includes jobs such as Thank You letters, sponsor packets, etc.
4. Fundraising; seeking, creating, and organizing fundraising opportunities for the students, finding a student and a mentor to run the fundraiser, etc.
5. Community Outreach; seeking, creating, and organizing community service opportunities for the students, organizing community outreach projects for the entire team, finding a student and a mentor to run the events, etc.
6. Media; making sure events are documented with video and photo, uploading media files to the team hard drive, creating and updating an archive of all current and past videos and photos, etc.

7. Newsletter; in charge of putting together a newsletter on a weekly basis during build season, putting together a newsletter on a monthly basis during the off-season, making sure every student contributes an article, distributing the newsletter on time, etc.
8. Website; responsible for the upkeep of the team website, posting newsletters and photos, keeping an updated food calendar, sponsorship information, etc.
9. Presentations; creating professional presentations, which accurately reflect the team, to give to sponsors, etc.

Section G: Head Mentor

1. Handle all incoming and outgoing monies.
2. Take attendance at the beginning and end of meetings.
3. Receive progress reports from member's teachers before kick-off and before every competition.
4. Meet with all captains on a weekly basis to discuss their progress.
5. Suggest candidates for the Book-Keeper position, and monitor the position as needed.

Section H: Book-Keeper

1. Is in charge of tracking the budget, fundraising monies, team members' credits, community service hours, etc.
2. The Book-Keeper will be voted on by the Membership.
3. The Business Team Captain cannot fill the position of Book-Keeper.

Section I: Competition Organization

1. While at competitions students should be in two main areas, the pits or the stands. Each of these areas will have a mentor in charge of it.
2. The Pit Crew and Judges groups will remain in the pits unless required to vacate the pits, to scout, or while we are in a match.
3. All students not in the pit crew, judges group, or drive team shall remain in the stands with the team unless cleared by a mentor.
4. Students in the stands will be doing their business jobs (see Article III Section E), or scouting.

Section J: Pit Crew

1. A mentor and two students from the mechanical department, as well as two students and a mentor from the controls department, will make up the pit crew.
2. If necessary more people can join the Pit Crew to help meet a deadline, at the mentor's discretion.

Section K: Judges Group

1. The Judges Group will be made up of two groups of three students each.
2. It will be the Judges Group's job to speak with judges as they come around.
3. The two groups will alternate their time in the pits so we always have a presence, and can complete scouting at the same time.
4. The members of the judges group will be chosen by a group of mentors and captains.

ARTICLE IV: DESIGNATIONS

Section A: The Membership

The Membership is made up of all members held in good standing.

Section B: Nominations

1. Nominations are for team captains.
2. No rookie team member may be nominated as a team captain.

3. To nominate a student, someone else must say, "I nominate this person as a team captain for this department." There must then be a second. The person must then accept the nomination.
4. Anyone nominated can choose to decline.
5. If the students only nominate one person, the mentors can then make their own nomination.
6. Rookies can't nominate, or second a nomination, but they can vote.
7. All nominations must take place at the Christmas party, and all nominated parties must be present to accept their nomination or notify the Head Mentor of their acceptance prior to the Christmas Party.
8. Voting will take place after kickoff, only student members will vote.
9. Voting will take place via secret ballot. Two mentors will count the ballots, declare the captains, and then destroy the ballots.
10. Anyone who doesn't feel comfortable voting can abstain by leaving their ballot blank.
11. If a nominee so chooses, he/she may make a speech before the vote. If the nominee gives a speech, the membership may ask questions of them related to the position they are running for.

Section C: Officers

1. Team Captains
 - a. Will be voted on by the student members. All students running must be nominated. There will be no more than three Team Captains.
 - b. A Team Captain's job will be to preside over others in their department, handing out jobs, keeping people busy, etc.
 - c. Team Captains will also be responsible for communicating with mentors, maintaining good morale, and reporting habitual poor performance.
2. Volunteer
 - a. A volunteer is any non-member that comes to any robotics event.
 - b. At events they are to help mentors by watching the students and maintaining these by-laws.
 - c. It is strongly encouraged that volunteers assist the membership in some aspect.
3. Student Mentor
 - a. A Student Mentor is an Alumni of the team who comes back to mentor.
 - b. Student Mentors have the same responsibility and power as volunteers.
4. Mentor
 - a. A mentor is tasked with helping students with all aspects of the team, it is an important position, and the title mentor is bestowed upon those who earn it.
 - b. Once you become a mentor, you remain a mentor, unless you are away from the team for too long. At this point the Head Mentor may revoke the title of mentor, at which point you would retain the status of either volunteer or student mentor.
 - c. Any volunteer or student mentor can become a mentor, but they must first complete one season with the title of either volunteer or student mentor. At the end of that season, if it is decided by the governing body that their commitment is great enough, they may then be considered a mentor.
 - d. Mentors have many implied powers, which are meant to ultimately aid student members in any task they take on.
 - e. It is the Head Mentor's duty to keep the mentors from abusing their powers. If it is determined by the Membership or the Head Mentor that a mentor is abusing his authority, the mentor may be stripped of his title and asked to leave.

5. Lead Mentor
 - a. Lead Mentors for departments will be chosen by the other mentors.
 - b. They oversee their department, help settle disputes, and assist Team Captains in distributing jobs.
 - c. A Lead Mentor can be in charge of only one department. They have no power over any other departments and can only make suggestions.
6. Head Mentor
 - a. Head Mentor has the same powers as any other mentor, and is in charge of registering the team for events and ordering any parts, as well as any other business required of him/her.
 - b. It will be the Head Mentor's duty to delegate the creation of a food calendar, as well as the planning of meals for competitions.

ARTICLE V: CLUB ACTIVITIES

Section A: Fundraising

1. Each member must work at least two team fundraisers.
2. There will be three different types of fundraisers - general team, team credit fundraising, and special purpose fundraising.
 - a. General team fundraising - the team will provide at least four options for team fundraisers, students must attend at least two, and all proceeds will go into the general team fund.
 - b. Team credit fundraising - Throughout the year there will be several optional fundraisers. The proceeds from these fundraisers will go to the general team fund, but members who participate will earn team credits.
 - c. Special purpose fundraising - If students working in a particular group wish to fundraise in order to buy new parts or equipment, they may do so by holding a special purpose fundraiser.

Section B: Community Service

1. Each team member will complete at least 15 hours of community service each year. At least 5 must be completed between start of season and kickoff. The rest must be completed before the end of the season.
2. Community Outreach Projects - are defined as a community service activity which the team participates in. Attendance to one of the events is mandatory, and this does not count towards individual community service hours. The team will do at least three community outreach projects per year, one between start of season and kickoff, and two after competitions and before end of season.
3. The team will provide suggestions for members to complete their hours of community service
4. Community Service is any activity done for the betterment of the community where neither you nor the organization you represent obtains any monetary supplement.
5. Failure to complete any of the aforementioned activities may result in individual members not being allowed to return for another season, or loss of a members good standing.

Section C: Attendance

1. Members must attend at least 85% of scheduled build season meetings, as well as all mandatory meetings.
2. A mandatory meeting during the build season is one that is called specifically by the Head Mentor and does not include pre-scheduled build meetings.
3. If you will not make it to a meeting, the member must notify a mentor or team captain, before the start of that meeting, of his/her absence and supply a reason for the absence. If it is

determined that the excuse is acceptable, the absence will be excused. Family, Health, and School are generally accepted, work may be accepted if it is not abused.

4. Attendance will be taken during the first 15 minutes of every meeting. During this time you must make your presence known to whomever is taking attendance. If you fail to do so, you will be counted as late, which counts as half an absence. Leaving early will also count as half an absence.
5. If you have an unexcused absence for a mandatory meeting, it will be counted as two absences.
6. Failure to meet these requirements may result in loss of good standing, or in members not being allowed to return for another season.

Section D: Off-Season Meetings

1. A mandatory meeting called by mentors during the off-season requires at least one week's notice.
2. An unexcused absence for a mandatory off-season meeting will result in loss of good standing.
3. It is the member's duty to inform a mentor of his/her absence before a meeting, regardless of the situation.
4. If a student informs a captain that they will be absent, it is the captain's duty to inform a mentor before the meeting.

Section E: Academics

1. All members must maintain at least a B- average (80%), with no grade lower than a C- (70%).
2. If attending a robotics function, grades come first, then robotics.

Section F: Governing Body

1. The governing body will be made up of nine people, four mentors and five students. Three of the students will be team captains, all others will be chosen if and when the situation arises.
2. If a Team Captain's good standing is called into question, their place will be filled by another student, to be chosen if/when the situation arises.
3. Things to be considered by the governing body when deciding on a member's good standing will include, but is not limited to: participation in fundraising, community service, grades, and attendance at club functions.

Section G: Good Standing

1. If a member's good standing is called into question, it is then up to the Governing Body to decide whether or not the member deserves to remain in good standing.
2. If you are no longer in good standing, you will not be able to attend competitions or other club social activities until you regain your good standing.
3. The governing body will decide how the student will regain their good standing.
4. The student must then present to the whole team the reason for their loss of standing and why they should get it back.
5. The same governing body will meet to decide if the member will regain their good standing.
6. If a Team Captain's Good Standing is revoked, the membership will nominate a new Team Captain and vote on the nominations on the same day via secret ballot. The membership will be notified when a vacancy in the position of Team Captain will be addressed one day in advance.
7. If a former Team Captain regains his Good Standing, they will not be allowed to serve as Team Captain for the remainder of the season.

Section H: Competitions

1. While attending competitions all members must adhere to the rules agreed upon regarding, but not limited to: lights out, room assignments, entertainment at hotels, buddy system, behavior at competitions, scouting assignments, etc.
 - a. These rules will be handed out with permission slips before competitions.

- b. If, during a competition or other robotics event, a situation arises that was not explicitly covered in the aforementioned rules, new rules may be created by a mentor or Head Mentor to address said situation. These new rules will be in effect for the rest of the event and will be written into the rules for the next event.
2. As robotics is a school event, all rules in the student handbook will apply, including but not limited to: fighting, vulgar language, harassment, etc.
3. Any member found breaking these rules will be sent home in a cab, at the student's expense, or the student's parents will be required to come pick them up immediately.
4. Any mentor will have the power to send any student home with the approval of the Head Mentor.
5. If a student is found in possession of a restricted item (something they are not supposed to have) the item will be confiscated, and the student will be restricted to the stands unless accompanied by a volunteer, student mentor, or mentor.
6. Students are required to wear current team shirts at competitions, and must wear a team shirt to any club event outside of meetings.
7. The team will provide one current shirt to each student. Additional shirts may be purchased at student's expense.

ARTICLE VI: ADOPTION AND AMENDMENTS

1. These Bylaws and any future amendments shall go into effect at the start of the next season following adoption by a 2/3 yes vote of those present and voting. A written copy of the proposed changes must be e-mailed or sent by U.S. mail to each member's family at least seven days prior to the vote.
2. A committee will be formed after competitions to discuss changes and amendments to these bylaws.
3. To keep track of problems throughout the season, a suggestion box may be used; however, any suggestion using vulgar language will be ignored.
4. When it is time to make amendments to these bylaws, a mentor and student will be chosen to direct/control the process. These two will set meeting dates and times, and any team member who would like to be a part of this process is welcome to participate if they can make the meeting times

As a participant, parent or guardian of Team 1718 The Fighting Pi, I/we agree to be on my/our best behavior at all times and follow all pertinent codes of conduct and bylaws. Team 1718 prides itself as being a professional and positive environment. If I/we are in any way misrepresenting Team 1718, then any mentor will have the right to excuse me/us from any activity, competition, performance and/or practice. This includes, but is not limited to: making negative comments to or about other participants, parents or coaches during practices or after; cyber bullying, texting, photographing, filming or forwarding inappropriate material of any Team 1718 participant or at any Team 1718 event. The Mentors reserve the right to address any violation to appropriate authorities if necessary. As a participant or parent, I/we will be supportive of the mentor's decisions, and address any concerns to the mentors directly at an appropriate time. I/We agree to be respectful of others, including competitions where we will be prideful of all our teams and support them. Team 1718 wants everyone to have a positive experience when at practice, competitions, performances or any event we choose to do as a team.

_____ Student Name	_____ Signature	_____ Date
_____ Parent/Legal Guardian Name	_____ Signature	_____ Date
_____ Parent/Legal Guardian Name	_____ Signature	_____ Date
_____ Head Mentor Name	_____ Signature	_____ Date
_____ Mentor Name	_____ Signature	_____ Date