

Vex U Competitive Robotics Constitution

Article I: Name, Mission

Section 1: Name

The name of this organization shall be Vex University Competitive Robotics Team (VEX U).

Section 2: Mission and Purpose

The mission of Vex U is to provide a practical way for students to use the knowledge and skills they are learning in the STEM fields today in order to help them see the relevance of their education for tomorrow. We do this by using the VEX University competitive robotics format in which students design, build, code, test, modify, and compete with their machines in a global playing field. We also create a brand including team name, logo, motto, letterhead, webpage, social media presence, and engineering notebook.

Article II: Organizational Structure

Section 1: Executive Board

A. Executive Board Officers and Responsibilities

1. **President**
 - Shall reside over all organizational meetings
 - Shall review all activities and programs
 - Shall have final say in design, build, and coding of robot
 - Shall conduct interviews and assign team positions
 - Shall oversee all social media presence
 - Shall oversee accuracy and completeness of engineering notebook
 - Shall choose which events team enters and competes
 - Shall oversee travel and lodging for events
 - Shall develop budget along with board members
 - Shall oversee fundraising/ sponsorships
 - Shall oversee branding/ marketing of team
2. **Vice President**
 - Shall assist president with administrative tasks
 - Shall oversee daily tasks/ build schedule for each subgroup (build team, design team, coding team, drive team)
3. **Secretary**
 - Shall oversee social media, marketing
 - Shall assist with event registration, travel, correspondence
4. **Treasurer**
 - Shall manage working budget, expenses including parts, equipment, registration fees, travel expenses

B. Executive Board/ Officer Eligibility

In order to be eligible for an executive board position, a person must have been a member of Vex U for two semesters and have a GPA of 2.5 or higher.

Section II: Subgroups

- A. Design Team
- The design team evaluates the new game challenge each April and spends the summer months brainstorming ideas about game strategy and robot design.
- The team will develop and print custom parts as needed.
- The team may build prototypes during early May and during the summer months in order to solidify the best design.
- The team is responsible for defending the design in judges sessions.
- B. Build Team
- The build team will assemble the robot using the CAD drawings and parts provided by the design team.
- Build team includes metal frame, drive train, extensions, wiring, and sensors.
- Build team will modify robot after testing as instructed by the design team.
- The team is responsible for defending the build quality in judges sessions.
- C. Programming Team
- The coding team writes code using RobotC or PROS as needed for accurate and efficient function of the machine.
- The team is responsible for learning both programming languages and any additional libraries needed for the most competitive machine.
- The team is responsible for defending the code in judging sessions.
- D. Drive Team
- The team shall consist of the primary robot driver, one back-up driver (game strategist), and the lead programmer.
- The team shall participate on the playing field for each match.
- The primary driver shall run the robot during the driver control period.
- The back-up driver (game strategist) will be fully capable of operating the robot should anything prevent the primary driver from performing his duties.
- The strategist will evaluate each match in real time and provide ongoing advice to the driver.
- The lead programmer will set up the robot at the beginning of each match for the autonomous period.
- The lead programmer will oversee the correct function of the controls and equipment during each match and alert referee to any malfunction.

- E. Engineering Notebook This 2-3 person team will document the engineering design/build/coding process as well as any modifications in the engineering notebook.
The team will maintain BOTH a hand-written notebook and a digital notebook.
The team will update the notebooks DAILY after obtaining progress reports from the design, build, coding, and drive teams.
The team works directly with the programming team to document all coding changes made during testing.
The team prints out all code and puts it in notebook before each event.
The team obtains copies of all CAD drawing and includes them in the DAILY notebook entry.
The team will defend the notebook during judges sessions.
- F. Media Team The team is responsible for ALL media/ brand presence.
The team will assist the president with developing a brand for the team including logo, slogan, name, colors, social media presence, website.
The team will update the team website weekly.
The team will promote the VEX U team around campus.
The team will help with recruiting, correspondence.
The team will update sponsors biannually by sending a thank you letter outlining accomplishments and future goals.
- G. Pit Crew The pit crew team is responsible for organizing and maintaining all tools, parts, and equipment.
The team will assist the build team during assembly and modifications.
The team keeps track of stock and maintains a list of needed supplies.
The team assists with ordering supplies.
The team packs the cart/ tool boxes/ van for competition after conferring with the build, programming, drive team.
The team maintains the battery boards in the lab and at competition.
The team maintains radio contact with the drive team at ALL times during competition.
The team is fully versed in each area of the design/build/coding process and can defend them during judges sessions.
The team is responsible for making sure all parts and equipment return from events and are reorganized in the lab the Monday following an event.

Special Note: Only members who have been attending 75% of practices for at least 3 months may attend competitions.

Section III: Advisor

The advisor for our organization is Mr. Travis Griffin, director of engineering diversity.

Responsibilities: Mr. Griffin will assist the team with organizational meetings, budget, correspondence, and recruiting.
Mr. Griffin will approve final robot design, game strategy, and code.
Mr. Griffin will approve all events the team will compete in.
Mr. Griffin will assess the lab every two weeks to ensure that it is being maintained in an orderly and safe manner.

Advisor expectations: Mr. Griffin expects team members to attend 75% of meetings.
Team members must be trained on each piece of equipment and operate it according to safety standards.
Team members must treat all members with respect.
Team members will conduct themselves at all events in a manner that reflects positively upon Mr. Griffin and the University of Tennessee.

Article III: Membership

Section I: Non-discrimination

- A. Membership is open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.
- B. A member of VEX U is defined as any student at the University of Tennessee, Knoxville in good academic standing and having registered for the team and having signed a team policies form.

Section II: Recruitment Process

- A. Application All potential members must complete a membership application providing reasonable contact information and personal availability.
- B. Policies All potential members must sign an acknowledgement of team policies.
- C. Interview All potential members will be interviewed by team officers in order to help new members determine how their unique skill set can best benefit the team.
- D. Training All new members will be trained on the safe use of all tools and equipment by a veteran team member.

All new members will be supervised by a veteran member until it is evident that they have mastered proper use of machinery.

- E. Recruitment Recruitment will be ongoing. Interested persons may join the team at any time; however, only members who have been attending 75% of practices for at least 3 months may attend competitions.

Article IV: Procedures

Section 1: Meetings

- A. Vex U meetings shall take place at a regular time and location, after consultation with the advisor and members.
- B. All meetings of Vex U shall be open to the public.

Section 2: Voting

- A. Voting for officers will occur by secret ballot.

Section 3: Elections

- A. Elections will be held in late April. Members are eligible for office if they have participated in Vex U for two semesters and maintain a 2.5 GPA.
- B. Officers will serve for a period of one year.
- C. Members may apply for multiple positions.

Article V: Financial Statement

- A. Membership Dues Annual dues in the amount of \$100 will be due upon receipt of signed policies form and membership application.
- B. Handling Funds The treasurer will collect and acknowledge receipt of all funds. The treasurer will deposit all funds with 48 hours.
- C. Expenditures The president must approve all expenditures.
- D. Financial Statement A financial record will be maintained monthly by the treasurer. An annual financial statement will be provided to the faculty advisor for review and approval.
- E. Donation of remaining Funds
In the event that the team is dissolved, any additional funds in the team account will be donated to the Department of Engineering.