

MOUNTLAKE TERRACE HIGH SCHOOL *FIRST* ROBOTICS TEAM

Bylaws

Article I - Name

Section 1 The name of this organization shall be the Mountlake Terrace High School FIRST Robotics Team, (hereinafter referred to as MTHSFRT).

Section 2 MTHSFRT competes in FIRST competitions as Chill Out, Team 1778 and FTC Teams 3018, 4434, and 3940.

Article II - Goals

The goal of MTHSFRT is to engage students in hands-on applications of math, science, and technology concepts through robotics. Students will apply critical thinking skills to design, build, troubleshoot, and repair various robots. They will formulate creative solutions to complex problems necessary for success of the team. Students will develop interpersonal and communication skills by working as a team and practicing gracious professionalism.

MTHSFRT is affiliated with FIRST, a non-profit organization that promotes student interest in mathematics and technology through cooperative/competitive robotics events.

Article III - Membership

Section 1 Membership is open to all students of Mountlake Terrace High School, in-district homeschooled high school students between the ages of 14-19, high school students who attend another school that does not offer a FIRST robotics team.

Section 3 Members must actively participate in projects, fundraising, club meetings and business meetings.

Section 4 Failure to attend regularly will result in being removed from the team roster prior to competition. Removal will be confirmed by a two-thirds vote at a business meeting.

Section 5 School disciplinary action could result in membership being revoked.

Section 6 Failure to comply with these bylaws is grounds for removal from team.

Article IV – Leadership

Section 1 Leadership of MTHSFRT shall be composed of four elected Officers overseen by a school faculty member: President, Vice-President, Secretary, and Treasurer.

Section 2 The duties of the Officers shall be as follows:

- A. The President runs all meetings with an agenda, is the go-to person for problems, has final say in debates, helps set annual goals for the club, and oversees all tasks of the Officers and/or committees. The President maintains the team business plan. The President must have two years of experience with MTHSFRT.

- B. The Vice President shall act in the absence of the President with the same authority, communicate with and assist the President, oversee team activities, and shall perform other duties as assigned by the membership. The Vice-President works with President to maintain the team business plan. The Vice-President must have two years of experience with MTHSFRT.
- C. The Secretary shall keep the official records of MTHSFRT, including minutes of all meetings, student work hours, and member data base. The Secretary must have one year of experience with MTHSFRT.
- D. The Treasurer shall be responsible for managing team money, monitoring spending, and creating a spreadsheet that includes accurate material costs. The Treasurer must have one year of experience with MTHSFRT.

Section 3 Any Officer failing to attend two consecutive business meetings without viable excuse could have his or her position subjected to a vote of the membership. Any Officer may be removed from office by a two-thirds vote of the members present at a business meeting. A replacement may be voted in by simple majority at the same meeting in which the offending Officer was removed.

Article V - Meetings

Section 1 Club meetings shall be held at least weekly during the school year, excluding non-school days. Typically, an annual meeting schedule is as follows:
 September – November: at least once a week
 December: at least twice a week
 January – March (build season): daily, including weekends
 April – June: at least once weekly

Section 2 Business meetings shall be held every Tuesday, unless announced otherwise.

Section 3 A quorum of Officers is required at all business meetings to conduct business. A quorum is defined as three or more Officers present.

Article VI - Committees

Section 1 Committees may be appointed as needed by the President with advice and consent of the Officers. The President determines the duration of the Committee's functionality. The same Committee may be reinstated with a different Chairperson for a different project within one school year, or the same Chairperson may serve consecutive terms.

Section 2 Committee Chairs may be nominated and elected by a simple majority vote at any business meeting.

Section 3 Committees report back to the leadership team at business meetings.

Article VII- Sub-Teams

- Section 1 Sub teams are led by a mentor who will appoint a Student Lead based on their interest, aptitude, experience and maturity.
- Section 2 The Student Lead is responsible for keeping track of the task, staying on schedule, sub-team moral, and attending the weekly leadership meeting.
- Section 3 A member of a sub-team is responsible for any and all tasks assigned by the Student Lead and or Mentor.

Article VIII – Officer Elections

- Section 1 Nominations for Officers shall be made in April, with candidates accepting or declining the nomination to allow time for campaigning.
- Section 2 Students may run for multiple positions, but only accept one.
- Section 3 Elections shall be held in May.
- Section 4 Each member shall have one vote per office. Each Officer shall have one vote per office with the President voting only to break a tie.
- Section 5 Voting order will be President, Vice-President, Secretary, and Treasurer.

Article IX - Finances

- Section 1 Treasurer will work with the mentors and faculty to establish a budget, track changes and account balances, and report out to the club at business meetings.
- Section 2 Treasurer will report the financial condition of the team.
- Section 3 Washington FIRST Robotics will serve as our team's Parent Booster.

Article X – Travel

- Section 1 Members with a grade or grades of D or lower will not travel or compete with the team. Grade checks will be completed prior to travel.
- Section 2 Members must remain in good standing with regard to payment of school and club fees, and cannot attend field trips or events if an outstanding balance exists.

Article XI – Lettering

- Section 1 To earn a junior varsity certificate a member must have final semester grades of C or above, attend 80% of team meetings, and complete 100 hours. Grade checks and attendance sign-in sheets will be verified prior to awarding letters.
- Section 2 To earn a varsity letter, a member must compete in all regional FIRST FRC competitions, have final semester grades of C or above, attend 80% of team meetings, and complete 250 hours. Grade checks and attendance sign-in sheets will be verified prior to awarding letters.
- Section 3 Absence from competition can be excused by the coach with a reasonable excuse.

Article XII – Communication

- Section 1 Members will provide a working email address to the Secretary and Coach and check email daily for team communication. Members shall be accountable for receiving all announcements via email.
- Section 2 When feasible, members will provide a working cellular phone number to the Secretary for the express purpose of short and/or urgent announcements.

Article XIII - Amendments

- Section 1 These bylaws may be amended by a two-thirds vote of the members at a business meeting provided that the amendment has been presented in writing.

Article XIV- Association

- Section 1 MTHSFRT shall operate in conjunction with the Mountlake Terrace High School ASB and Edmonds School District policies.

Article XV – Adoption of Bylaws

These bylaws shall be in effect as of the 3rd day of January, 2012.