

Milwaukee FIRST Support Organization Constitution

Ratified: Friday, September 30th, 2005

Revised: Monday, October 1st, 2007

ARTICLE I

Name and Purpose

Section 1: Name

The name of this organization shall be the Milwaukee FIRST Support Organization, hereafter referred to as the MFSO.

Section 2: Purpose

"For Inspiration and Recognition of Science and Technology," referred to as FIRST from this point on, is a national organization specifically targeted toward high school students. The primary purpose of the MFSO is to provide support for FIRST, focusing on local support for a specific team (or teams), hereafter referred to as the "supported team(s)." The secondary purpose of the MFSO will be to support its members by providing learning opportunities in the area of robotics and related technologies.

Activities are to include the following:

- Assist school groups from the Milwaukee area in the formation and organization of various groups including FIRST, VEX, and others.
- Assist team members in engineering robots and their dependent systems.
- Teach and inspire younger students.
- Recruit further support for these activities.
- Help make MSOE resources available to teams (such as CAD tools, meeting or lab spaces, vehicles, etc.)
- Host some of the supported teams' meetings (including non-MSOE students).
- Help cover the costs of MSOE students' involvement where the major sponsors do not.
- Assist in administrative activities and fundraising for the supported teams.
- Promote MSOE's involvement in the community.
- Promote MSOE to promising future engineering students and professionals.
- Promote FIRST and its ideals in the community.

MFSO is an organization independent of any particular FIRST team; however, MFSO members may be members of specific FIRST teams. MFSO exists to support any FIRST team it is capable of reaching.

MFSO welcomes help from other organizations with common interests.

MFSO's guiding principle will be a spirit of service to the community.

Section 3: Affiliations

MFSO may become recognized as one of the official sponsors of the supported team(s). MFSO will work in cooperation with corporate sponsors and local high school(s), which comprise the supported team(s). Specific affiliations are to be determined in accordance with the seasonal schedule of FIRST and may vary on a yearly basis.

ARTICLE II

Membership

Section 1: Qualifications of Members

Members must have an active interest in community service and in promoting the best ideals of engineering to students.

MSOE students participating in this organization must be in good standing at Milwaukee School of Engineering and must maintain at least a cumulative 2.00 GPA. Other persons may be allowed in from outside the school by a concession of the organization.

Consistent with all applicable federal and state laws and MSOE policies, the organization and its subordinate bodies and officers shall not discriminate for or against anyone on the basis of race, gender, religion, culture, or sexual orientation.

Section 2: Responsibilities of Members

1. Members should bring suggestions and input to all meetings and events.
2. Members should assist any chairpersons or executive officers of the organization in planning and organizing events.
3. Members should participate in on-campus as well as off-campus leadership opportunities, such as helping mentor students at local high schools.
4. Members should attend meetings and events that are sponsored by the organization and the supported team(s).
5. Members should help as needed with additional fundraising and community service activities of the supported team(s).
6. Active members are encouraged to participate in any voting held by the organization.

ARTICLE III

Officers

Section 1: The Officers of the Organization

The Executive Board shall consist of the following elected officers:

1. President
2. Vice President
3. Treasurer
4. Secretary

Section 2: Eligibility of Officers

Officers must be members of the organization in good standing. The President and Vice President should be members of either MFSO or FIRST for at least one year, be familiar with the ideals and standards of the national organization, and have been an active member in the club or on his or her previous FIRST team.

Section 3: Election of Officers

The Executive Board positions shall be filled through an annual election.

An annual election shall begin with nominations for the positions to be filled. Elections will be held on a date decided by a majority vote of the elected officers. A quorum of three-fourths of the Executive Officers of the organization and one half of the active members of the organization are necessary for an election. A simple majority vote of those present is needed to finalize the election of each position.

If an office is prematurely vacated, a nomination of current members will be taken at the meeting following the vacancy. Nominations will be taken for two meetings. Nominations can be self-appointed or by others but must be accepted by the person to be valid. The Executive Board may appoint an eligible member to fulfill duties until the election has been finalized.

Candidates for Executive Board member positions must give a short speech detailing their experience prior to the election. If a tie for an Executive Board member position occurs, a secondary vote will be held. If a tie persists, lower officer positions will be co-chaired. Primary officer positions must be re-voted on at the following meeting or until the tie is broken.

Section 4: Responsibilities of Officers

1. Must maintain a cumulative 2.0 GPA or better.
2. Must maintain accurate and legible records during time in office.
3. Must make organization files, records or facilities available to members.
4. Should maintain contact with other executive board members and report any change in status that may affect his/her eligibility or ability to fulfill the duties of the position.
5. Must vote in all matters concerning the organization, when present.
6. Are obligated to attend all Executive Board meetings and support the decisions made by the Executive Board.
7. Must represent all parties involved with respect and good taste (if a violation occurs, an executive meeting will be called to determine a proper reprimand for, or termination of said officer).
8. Should take an active role in mentoring members of MFSO that are interested in a future leadership position.
9. Former officers should remain in an advisory capacity for their position while the new Officer acclimates to their position, and provide documentation of the work done, where applicable.

Section 5: Duties of Individual Officers

President:

1. Is responsible to preside over all organization and Executive Board meetings.
2. Is responsible to keep the organization up to date on any necessary paperwork.
3. Is the official representative to the school administration.
4. Is in charge of public relations for the organization.
5. Should make a reasonable effort to attend as many meetings as possible.

Vice President:

1. Is responsible for all duties of the president if the president is unavailable.
2. Should assist the president in his/her duties.
3. Should assist the other officers if needed.
4. Will work with the treasurer on SGA funding applications.
5. Shall interpret the constitution, and act as parliamentarian for the group.
6. Should make a reasonable effort to attend as many meetings as possible.

Treasurer:

1. Is responsible for the funds and accounts of the organization (note that the organizations accounts are independent of the supported teams' accounts).
2. Must maintain accurate records.
3. Is responsible to write checks, log all transactions, and provide reimbursements.
4. Should organize fund raising events.
5. Must submit the request for funds from the SGA.
6. Will prepare and organize a budget proposal, to be reviewed and ratified by the Executive Board, and conduct all financial correspondence.
7. Is responsible for all moneys collected from the fundraisers, donations, or in any other form. It is the Treasurer's responsibility to document any monetary transactions relating to the club.
8. Is responsible for any moneys that may become lost and is required to submit a letter to the Executive Board explaining the circumstances. Any lost moneys are to be replaced by the Treasurer.
9. Should make a reasonable effort to attend as many meetings as possible.

Secretary:

1. Is responsible to record, keep, and publish the meeting minutes.
2. Is responsible for informing the public of organization events and activities.
3. Will assist in the filing and recording of all paperwork pertaining to the organization.
4. Should assist in the organizing and support of organization-supported events.
5. Shall take attendance at meetings and keep an official record of attendance.
6. Will maintain all membership records, including a directory of member contact information.
7. Is responsible for the storage, removal, and check out of all organization owned materials, including a record of all organization-controlled materials.
8. Should make a reasonable effort to attend as many meetings as possible.

ARTICLE IV

Appointed Positions

Section 1: Description of Appointed Positions in the Organization

The President of the organization can appoint any member of the organization to an Appointed Position at his/her discretion for the duration of his/her term as President. The occupant of the Appointed Positions reports directly to the President and is not a member of the Executive Board. Positions can be revoked if duties and responsibilities are failed to be met.

Section 2: Approvals of Appointed Positions

The creation of an Appointed Position and the appointment of a member to that position will be decided by a majority vote of the Executive Board. A quorum of three-fourths of the Executive Board members of the organization must be present to hold a vote.

Section 3: Appointed Positions

Webmaster

Event Coordinator(s)

Webmaster:

1. Is responsible of creating a visually pleasing, professional website which displays information about the organization and its upcoming events.
2. Is responsible for updating and maintaining the website.

Event Coordinator:

1. Is responsible for organizing events and organization activities.
2. Is responsible for contacting venue owners and ensuring the organization's presence is welcomed.
3. Runs club events.
4. Manages event personnel.
5. Can serve as an executive board member when other executive board members are unavailable or if a consensus can not be reached.

ARTICLE V

Meetings

Section 1: Voting and Decision Making Process

In general, the Executive Board members and the faculty advisors will make executive decisions without a vote. Executive officers may call for a vote when desired and for all major decisions, such as constitutional amendments and election of officers. The Executive Board members may choose any vote to be open to all attendees. All final decisions on any votes, decided upon by the group need to be approved with a three-quarters vote made by the Executive Board members and the faculty advisors.

Voting members of the organization will include the Executive Board members, the faculty advisors and a variable membership of those who contribute actively to meetings. Any member who has previously played an active role in FIRST or desires to be an active member of the organization will qualify to vote.

Section 2: Meeting times

General meetings will be dictated by the club schedule and will be announced by an Executive Board member via email. Meeting frequency will vary seasonally, according to the FIRST competition schedule and organization activities in the off-season. Active members will be expected to attend meetings of the supported team(s) when available.

It is understood that FIRST projects and other MFSO projects and activities can require many hours of effort and that course studies are of utmost importance, so absences due to workload will be accepted. For meetings other than general club meetings, members should notify team members of their absences in advance.

Section 3: Executive Board Meetings

Executive Board meetings must consist of three-quarters of the officers. Two Executive Board meetings are required each year; others should be conducted as needed. One meeting must take place in the beginning of the year to revise the constitution and plan for the year. The second meeting should take place at the end of the year to summarize the year's activities and pre-plan for the coming year.

ARTICLE VI

Budget

Section 1: Reimbursements

1. A proof of purchase (i.e. receipt, bill, etc.) must accompany all reimbursement requests.
2. A decision on the validity of proposed reimbursements will be made by a three-quarters majority executive vote.

Section 2: Expenditures

1. Prior notice of purchases should be given to the Treasurer in advance of the approval of the quarterly budget, but allowances may be made in advance for expenses not allotted in the budget with approval of three-quarters of the Executive Board.
2. Club expenditures shall not exceed the club's allocated budget and total savings. If a problem should arise with the financial status of the organization, it is the Treasurer's responsibility to resolve the situation with the assistance of the Executive Board.

Section 3: Quarterly Balance

1. The Treasurer is responsible for submitting a quarterly balance for the organization, which will clearly list all expenditures, reimbursements, fundraisers, donations, etc.
2. The Executive Board will discuss the quarterly balance during an executive board meeting. Here, the Executive members will determine if any changes to the budget are necessary.

ARTICLE VII

Amendments

Section 1: Amending the Constitution

These Articles of the Constitution may be amended by a vote of three-quarters of the Executive Board members present at a general meeting. A quorum of three-quarters of the Executive Board members of the organization must be present to hold a vote on an amendment to the Constitution. A notice and a copy of the proposed amendment will be announced at the meeting previous to the meeting at which the amendment will be brought to vote. Members shall be notified of adopted constitutional amendments by any feasible means. Any member may submit a proposed amendment. Votes may be cast in-absentia with prior written approval obtained at the previous meeting.

Section 2: Amending the Bylaws

Bylaws may be amended by a vote of half of the Executive Board members present at a general meeting. A quorum of three-quarters of the Executive Board must be present to hold a vote on an amendment to the bylaws. A notice and a copy of the proposed amendment shall be distributed to all members at the meeting previous to the meeting at which the amendment will be brought to vote or earlier. Members shall be notified of the adopted bylaw amendment by any feasible means. Any member may submit a proposed amendment. Votes may be cast in-absentia with prior written approval obtained at the previous meeting.

ARTICLE VIII

Bylaws

1. Officers will serve one term, which consists of the time between elections.
2. Elections must be held by the third club meeting of the new year.
3. The Constitution must be ratified each year by the new Executive Board within two weeks after elections.