



Royal Robotics
Lynnwood High School
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- I. NAME: The name of this organization will be Royal Robotics, also known as FRC Team 2522 and FTC team #3035.
- II. PURPOSE: The purpose of this organization is to provide students, ages 14-19, with the opportunity to compete in FIRST Robotics Competitions.
- III. MISSION STATEMENT: Our Goal is to create a strong robotics team at Lynnwood High School that achieves the following:
 - A. Welcomes all students and makes them feel like an important part of the team.
 - B. Provides experience with and teaches skills in technology including: mechanics, electronics, programming, web page design, animation, machining or other areas related to competing in the FIRST robotics competitions.
 - C. Provides experience with and teaches associated skills including: marketing, administration, communications, budgeting, project planning, or other areas necessary to running an FRC team.
 - D. Acquire and retain support for the team and FIRST from the school, the school district, mentors, sponsors, the community and legislature.
 - E. Effectively competes while following the FIRST idea of "Gracious Professionalism".
- IV. MEMBERSHIP: Members must be 14-19 years of age. Members are primarily drawn from Lynnwood High School. Members may also come from other schools within Edmonds school district or homeschooled students living within Edmonds School district boundaries.
- V. MEETINGS: There will be monthly team planning meetings. Date, time and place to be determined by the members. During the 6 week FRC build, the team will meet nearly daily. Additional meetings will be added as determined at the planning meetings. Meetings may be for purposes of training, fundraising, recruiting (members, mentors or sponsors), working on projects, social or administrative.
- VI. EXECUTIVE COMMITTEE: The Executive Committee is made up of the Team President, Vice-President, Secretary, Treasurer and Marketing Director. These positions may be shared as co-positions. Committee also includes the School Representative and Head Mentor(s).

VII. EXECUTIVE OFFICERS:

- A. *President:* Reviews all reports from other committee heads and makes sure the team is keeping to its plan and goals. Helps set annual goals for the team. Assigns tasks to appropriate committees/members. Conducts team meetings according to agenda. Supervises the build through the CAD, mechanical, electrical and programming leads. Helps supervise all aspects of the team as needed.
- B. *Vice-President:* Reviews all reports from other committee heads and makes sure the team is keeping to its plan and goals. Helps set annual goals for the team. Assigns tasks to appropriate committees/members. Conducts meetings according to agenda when President is not there. Supervises Shop/Inventory, Safety and Animation through those leads. Helps supervise all aspects of the team as needed.
- C. *Secretary:* Keeps minutes of team planning meetings. Makes informational postings on the Yahoo group site. Keeps team manuals up to date. Handles correspondence and phone calling as needed. Helps set annual goals for the team. Supervises Webmaster and helps with web site content. Helps supervise all aspects of the team as needed.
- D. *Treasurer:* Keeps financial records. Creates the team budget (with input from committee heads). Makes Financial reports at team meetings. Helps with fundraising. Helps set annual goals for the team. Supervises Inventory control person. Helps supervise all aspects of the team as needed.
- E. *Marketing Director:* Handles all publicity for the team. Works on team branding and spirit. Creates presentational materials for recruiting sponsors, members and mentors. Supervises Team Ambassadors.

VIII. ELECTIONS:

- A. *Procedure:* proposals for election to office can be made at any planning meeting where at least 60% of team members are in attendance. The primary election should take place at the May planning meeting. When a proposal for office is made, the candidate(s) can accept or decline the position, if there are multiply candidates they can make a presentation, then a membership vote is taken. A simple majority vote passes.
- B. *Term of office:* 13 months from June 1st to June 30th of the following year. The month of June is an overlapping month where both present and future leaders are active and training is provided during this transition.
- C. *Eligibility:* Any registered team member in good standing is eligible.
- D. *Vacancies:* If at any time an officer can no longer perform their duties they would call for an election at the next planning meeting.

IX. OTHER COMMITTEES AND POSITIONS:

- A. *Standing Committees* exist every year, but their activities may be limited to a specific period of time. These include Building or production, Safety, Marketing, and Competition committees.
1. *The Building or Production Committee* consists of the CAD, Mechanical, Electrical and Programming groups and their mentors, Shop Steward and an inventory control person. The term is from Challenge Kick-off till after Competition. This committee works within the guidelines established by the Safety committee. The President and VP are project managers and oversees the production teams and the Treasurer works with the inventory control on this committee.
 - a. *Production lead and assistants* organize training for tools/concepts (with the help of mentors), learn the requirements of the challenge, lead design phase, keep records of diagrams and steps needed to complete the robot, supervise the build and assign tasks to team members.
 - b. *Shop Steward* keeps inventory of tools. Makes sure tools are in good shape for use. Recommends purchases for replacement or additional tools. Keeps tools in proper locations helps create tool storage.
 - c. *The Inventory control person* orders and tracks parts, maintains records of parts used and costs, makes reports to Treasurer, and maintains storage of parts during build and competitions.
 2. *The Safety Committee* consists of one or more team members and mentors who learn safety requirements of FIRST and ESD, organize safety training (along with School representative and mentors), maintain safety manuals, create safety presentation for competitions, advise team during build and competition to maintain best safety practices, maintain safety materials, handles safety tokens at competitions. The Vice President oversees this committee.
 3. *The Marketing Committee* consists of a Director and one or more team ambassadors and mentors who create presentations and materials for recruiting (members, mentors and sponsors). works on team branding, collects/takes photos of team during year, helps with fundraising, submits articles to school and community newspapers, submits material to webmaster for posting on website. *ambassadors* Represent teams at all official functions. Help with VIP tours. Create outreach materials.

4. *The Competition Committee* consists of a Team Captain, the Drive Team, Safety Officer, Pit Boss, Strategist, Ambassador(s) and Spirit Lead. This committee is in charge of the FIRST competitions (see duties below).
 - a. *The Captain* leads the team during competitions, represents teams at any meetings and is main contact for media.
 - b. *The Drive team* consists of one or more drivers, operators, specialists and coaches as designated by FIRST rules for the competition. These jobs may be rotated through several team members.
 - c. *The Safety officer(s)* is a member of the Safety Committee and is in charge of safety practices and presentations at the competitions.
 - d. *The Pit boss and assistants* are in charge of the pit area and its equipment and supplies. They are also in charge of shipping and uncrating the robot. May include Inventory and Steward persons.
 - e. *The Strategist* is in charge of scouting at competitions and providing strategy to the drive team.
 - f. *Team Ambassador(s)* prepare handout materials about our robot and team. Talk with judges and other teams. Help with VIP tours, etc.
 - g. *The Spirit lead* is in charge of spirit gear and presentations at the competitions.
- B. *Additional Committees* may or may not exist every year. These include special competitions that the team chooses to participate in such as Autodesk animation or website design and Fundraising activities.
 1. *The Animation committee* consists of one or more team members and mentors who learn guidelines of Autodesk animation competition, design and create an animation, provide storyboard to webmaster for posting and submits finished product to competition. The Vice President oversees this committee.
 2. *The Website committee* consists of one or more team members and mentors who design/ create and update the team website, make or update a website manual that includes code and instruction sheets, learns guidelines for FIRST web site competition and applies them to the website. This committee works closely with the Marketing Committee. The Secretary oversees this committee.

3. *Fundraising committees* consist of one or more team members and mentors in charge of a specific fundraising activity. The Marketing committee will work with these committees. The Treasurer oversees these committees.
4. *Training committee* consists of one or more team members and mentors in charge of a specific training activity. Works with Coach and President/VP to determine goals of training. Develops and implements program.
5. *Recruiting committees* consists of Marketing Director, ambassadors, other members and mentors. Creates and uses materials/presentations to recruit sponsors, mentors and members.

X. FINANCES:

- A. *Budget* An annual budget should be prepared by the treasurer and approved by membership vote no later than the October planning meeting each year.
- B. *Obligations:* The Executive Committee may authorize the School Representative to enter into contracts or agreements for the purchase of materials or services on behalf of the organization. The School Representative shall not have the authority, however, to enter into such agreements on behalf of Lynnwood High School or Edmonds School District, nor should they imply by word or action that they have such authority.
- C. *Loans:* No loans shall be made by this organization to officers, members, mentors or other organizations.
- D. *Commercial Paper:* All checks, drafts or other orders for the payment of funds on behalf of the organization, must have authorized signatures, such as the school representative(s).
- E. *Funds handling:* The Treasurer and/or School Representative shall deposit all receipts into the bank within seven (7) days. The Treasurer shall arrange for the school representative to make disbursements as authorized by the Executive Committee in accordance with the budget adopted by the membership. All disbursements must be authorized by two officers and the School Representative.
- F. *Financial Report:* The Treasurer shall prepare and present a full financial report, for the May meeting and a summary status report for each monthly planning meeting. The summary report should compare actual numbers to the budget in each category and explain current activities. The final report for the end of year should include a full transaction summary and Budget comparison and a Balance Sheet/Income statement. The final report and the accounts should be examined annually by an informal auditing committee made of volunteer parents, students and mentors.
- G. *Dissolution:* Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of this club, the remaining assets shall be

distributed to Lynnwood High School to benefit their technology courses. If Lynnwood High School ceases to exist, remaining club assets shall be distributed to Edmonds School District #15. If ESD #15 ceases to exist, remaining club assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

- XI. DUES: There are no membership dues.
- XII. AMENDMENTS: These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the members at any planning meeting.
- XIII. AUTHORITY: If any part of these Bylaws shall conflict with the decisions, policies or procedures of Lynnwood High School or the Edmonds School Board, they shall be deemed null and void and the decision, policy or procedure of Lynnwood High School and/or the Edmonds School Board shall, in all cases, control.

These Bylaws were originally adopted by the membership of Royal Robotics by a majority vote during a meeting properly called on _____ 2008, and shall take effect immediately.