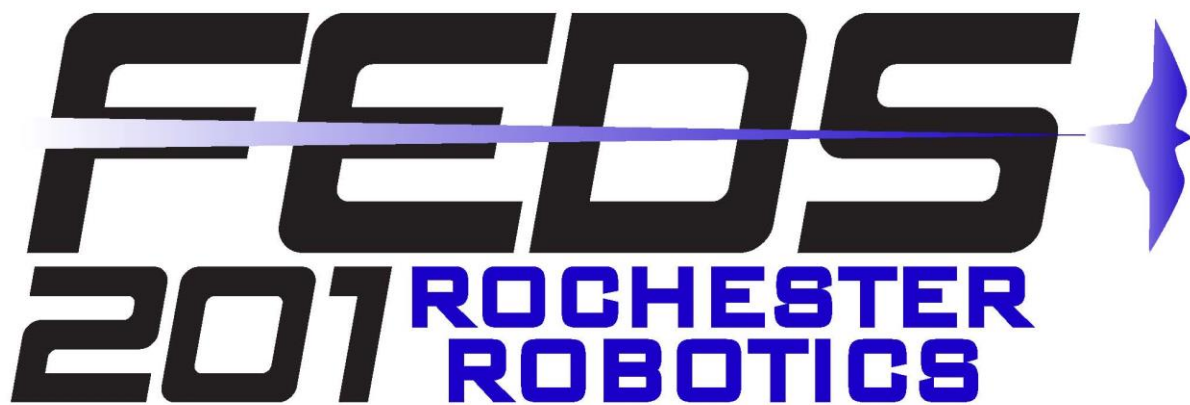


Rochester High School Robotics (FRC 201) Bylaws



I. Name

- a. The name of this organization is the Rochester High School *FIRST* Robotics Team - FEDS 201

II. Purpose and Function

- a. Our Mission is: “To inspire young people to be science and technology leaders, by engaging them in exciting programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.”
- b. Our Vision is: “To transform our culture by creating a world where science and technology are celebrated and were young people dream of becoming science and technology leaders.”
- c. Our Purpose is: “To provide hands on Science, Technology, Engineering and Mathematics (STEM) experience for our students centered on the *FIRST* Robotics Competition. The team will use this experience to provide students practical, technical, business and community relations experiences and to promote STEM within the school district as well as the community of Rochester / Rochester Hills.”

III. Membership

- a. Student membership is on a yearly basis.
- b. Student membership is selective. Applications must be turned in on time per the advertised schedule.
- c. Potential members will be interviewed per the advertised schedule. Interviews will include a formal process in which students are asked questions and thoughtful feedback from the students is expected.
- d. Acceptance criteria included in the written interview application will be adhered to.
- e. Students accepted onto the team will be expected to comply with the student code of conduct, be fully committed to the team’s *FIRST* build and competition season, and to support off-season team meetings and events.
- f. Members will be selected and placed in the appropriate level program based upon Operations Committee review.
- g. Annual student participation fees will be set by the Operations Committee.
- h. Fees are due by day of Parent/Student Orientation of each year.
 - 1. Students will not be denied team participation due to an inability to meet this requirement; students in need of financial support need to communicate this with the School Teacher Sponsor in order to facilitate the free and reduced process.
- i. Students are required to attend a minimum of half of team sponsored volunteer service events per year in order to remain in good standing as a team member. Volunteer service events may include: Rainbow Connection Fall Cleanup, Christmas Parade, Christmas Gift wrapping, RCS STEM Fairs, *FIRST* Outreach, etc.

- j.** Student Code of Conduct:
 1. Students will follow the [RCS Code of Conduct](#) and [RCS Technology Agreement](#).
 2. Students must respectfully follow the direction of Mentors at all team meetings and activities; failure to do so will result in disciplinary action.
 3. Students represent the Team and the High School at all times. Students will make every effort to be positive role models.
 4. Appropriate personal protective equipment must be used whenever and wherever applicable:
 - a. Safety guidelines, as outlined in the Rochester High School Robotics Team Handbook must be followed at all times.
 5. Violations of the Student Code of conduct may lead to discipline up to and including removal from the team. Discipline issues will be handled according to the school policy and overseen by the School Teacher Sponsor as well as the Operations Committee.
- k.** The attendance policy will be published at the beginning of the school year and presented to students and parents. In order to maintain team membership in good standing, this policy must be complied with.

IV. Team Calendar

- a.** The Operations Committee year is defined as starting on July 1 and ending on June 30.
- b.** Returning students will be interviewed before the end of the current school year to accommodate summer and early fall team activities.
- c.** New student membership interviews will be conducted in early October and the teams will be set in place by mid-October.
- d.** New student training will occur during Fall weekly meetings.
- e.** The *FIRST* competition season begins in January and lasts until after the scheduled World Championship competition.

V. Operations Committee

- a.** The administration of Rochester High School *FIRST* Robotics Team 201 will be managed by the Operations Committee. This Committee will convene at least monthly. It is the responsibility of this committee to set the direction and vision for the team, and to plan for the long-term sustainability of the team. Operations Committee meetings are anticipated to be a commitment of 4 hours per month. Additional responsibilities will vary depending on the season and ability to recruit and delegate amongst the volunteer base.
- b.** Operations Committee Positions:
 1. School Teacher Sponsor

2. Lead Mentor 1 and 2
 3. Business Mentor
 4. Treasurer
 5. Full time team mentors
 6. Non-voting members may be added to the committee to assist administratively. This includes incorporating the student co-leads for the sub-teams as a part of the meetings and soliciting their feedback for improvements from a student perspective.
- c. Operations Committee selection/elections will be conducted at the end of the current school year. Voting members of the Operations Committee will have a minimum of one year experience as a team Mentor. The new Operations Committee will be ready to begin planning on/by August 1 for the new school year.
 - d. The term of office is for one year, except for the School Teacher Sponsor which is a position appointed by the High School Administration.
 - e. Vacancies will be filled by a Operations Committee appointment which will be voted on during the next scheduled meeting.
 - f. Operations Committee Meetings
 1. The Operations Committee shall meet at least once every month in order to review the team's finances, calendar, business status, competition updates, and student concerns.
 2. The Operations Committee meeting schedule will be determined within two weeks of the election of the Operations Committee and published to all mentors, students, and parents.
 - g. A quorum will be determined when more than half of the committee positions are in attendance at the meeting. Voting via email or phone is permitted.
 - h. Attendance of Operations Committee Members at Operations Committee meetings will be recorded in the meeting minutes which are published and distributed to the team within one week of the meeting.
 - i. Repeated failure of Operations Committee members to attend Operations Committee meetings could result in the removal from the committee.
 - j. Violations of the Rochester Community Schools Code of Conduct, the Team 201 Bylaws or the Team Handbook could be reported to the Rochester Community Schools' administration and School Teacher Sponsor for disposition.

VI. Duties

a. School Teacher Sponsor:

1. Appointed by the Rochester High School Principal
2. Serves as School Liaison
3. Responsible for communications between the Team and RHS, including:
 - a. Reserving space for all team meetings.
 - b. Overseeing the completion of mentor/volunteer background checks.

- c. Ensuring the team is compliant with school policies and rules.
 - d. Ensuring the team and school calendar conflicts are minimized.
 - 4. Sets the attendance policy; ensures attendance tracking is in place; and follows up on student attendance issues
 - 5. Oversees any student discipline issues
- b. Lead Mentor(s):** The Lead Mentor(s) will be responsible for the day-to-day planning and execution of the FRC build and competition season. These responsibilities include:
 - 1. Recruiting, selecting, guiding and coaching Technical Mentor Co-Leads for the competition sub-teams (Design, Mechanical, Programming, Machining, Field Build, and Electrical)
 - 2. Working with other mentors, interview and select Student Co-Leads for the competition sub-teams
 - 3. Providing final approval on the engineering and technical direction for the robot with input from Mentor and Student Co-Leads.
 - 4. Providing direction to all Technical Mentors and Volunteers.
 - 5. Coordinating design, build and competition activities.
 - 6. Working with the School Teacher Sponsor, recommend which competition events to attend and ensure that the team gets registered for competitions in a timely manner.
 - 7. Working with the Business Mentor(s) to coordinate schedules, meals, travel, including school approval for field trips, etc., for off-campus events and communicating this with the Operations Committee.
 - 8. Communicating with the entire team about the build season on a regular and routine basis.
 - 9. Delegating responsibilities is encouraged and allowed.
- c. Business Mentor(s):** The Business Mentor(s) will be responsible for overseeing the work of the following groups: Safety, Fundraising and Sponsorship, Communications, Business Planning, FIRST/STEM Outreach, Marketing/STEM Advocacy, Spirit, Social Media/Website, Awards, and Events Logistics.
- d. Treasurer:** The Treasurer will be responsible for the finances of the team, including:
 - 1. Overseeing all team spending and the purchasing process.
 - 2. Tracking income:
 - a. Collecting and documenting all annual student participation fees, including food.
 - b. Collecting and documenting the donations which have been sent to the team and *FIRST*.
 - 3. With the input of the Operations Committee, setting budgets for the sub-teams and then tracking to those budgets.

4. Tracking the status of Robotics accounts at the School and reporting back to the Operations Committee on a meeting to meeting basis the status of such accounts.
5. Any expenditures beyond those approved in the team's budget must have approval of the Operations Committee.

Authority: If any part of these Bylaws shall conflict with the decisions or policies of Rochester Community Schools/Board of Education they shall be deemed null and void.