

Team 2337 EngiNERDs
PARENT ROBOTICS ORGANIZATION (PRO)
BY-LAWS

Updated: 11/03/08

ARTICLE I – NAME

The name of this organization shall be the **Parent Robotics Organization (PRO)**

ARTICLE II – OBJECTIVES

The objectives for this organization shall be:

1. To develop and promote:
 - a) Interest in Robotics for all Grand Blanc High School students
 - b) Promote gracious professionalism within our organization and student team with the emphasis on friendship, teamwork, good sportsmanship, and to uphold Our Mission Statement:

‘To promote innovative ideas through collaboration of students, Mentors and sponsors in the development, construction, promotion and operation of a FIRST Robotics team. Students and Mentors will complete tasks that will assist in developing business skills that will be applicable in real-life situations, and will assess every situation as an opportunity to learn. Members of the Grand Blanc High School Robotics Team will maintain Gracious Professionalism toward all teammates, other FIRST Robotics teams, as well as their community, in order to gain an understanding of the importance of networking and professional communication’

through student participation in EngiNERDs Robotics Team 2337.

2. To generate funds and organize volunteer services in support of the EngiNERDs Robotics Team 2337.
3. To provide support for the Head Mentors.

ARTICLE III – FISCAL YEAR

The fiscal year of the Parent Robotics Organization will begin on July 1st and end on June 30th of the following year.

ARTICLE IV – DISBURSEMENTS

The Parent Robotics Organization will not be required to maintain a minimum operating reserve. All purchases requiring reimbursement must be accompanied by the original receipt, two photocopies of said receipt, and a Team reimbursement form. These documents must be turned into at least one Head Mentor for approval of reimbursement. Upon approval, receipts will be turned in for reimbursement and recorded and by the PRO Treasurer.

ARTICLE V – MEMBERSHIP

1. Membership to the Parent Robotics Organization is open to all parents, guardians, and Mentors of EngiNERDs Robotics Team 2337.
2. There are no annual dues for membership.

ARTICLE VI – OFFICERS – ELECTION/APPOINTMENT/DUTIES

1. The Executive Board of the Parent Robotics Organization shall consist of the: President, Vice President, Secretary, Treasurer, and two (2) Head Mentors.
2. Officers shall be elected at the general meeting of the organization every May. All current members over the age of 18 and no longer in high school are eligible to hold office. Election shall be by written ballot unless there is but one candidate for office in which case the election is by voice vote.
3. A proposed slate of officers shall be presented at an April meeting of the Parent Robotics Organization. The general membership of the organization shall be notified of the proposed slate of officers at least fourteen (14) days prior to the May election meeting. Consent of each nominated candidate must be obtained.
4. Officers, with the exception of the Head Mentors, shall serve for a term of one fiscal year from July 1 to June 30 of the following year. Officers cannot be elected to the same office for more than two full terms, except at the discretion of the Parent Robotics Organization. After a one-year interval, the individual can be re-elected to the same office.
5. Board members may resign by giving written notice to the Board, two weeks in advance. In the event of the resignation of the President, the Vice-President will assume the office. Vacancies in offices other than the President will be filled by appointment by the President in consultation with the other officers.
6. Duties of the officers of the Executive Board:
 - a) **The President** shall:
 - Preside at all meetings which he/she attends;
 - Be an ex-officio member of all committees;
 - Appoint committee chairs;
 - Perform other duties as may be prescribed in these bylaws.

b) The Vice-President shall:

- Preside at all meetings when the President is absent;
- Be an ex-officio member of all committees;
- Perform other such duties as assigned by the President;

c) The Secretary shall:

- Scribe and distribute accurate minutes of all meetings of the organization. These minutes shall be distributed to all Executive Board members, and other members of Team 2337 per their personal request, in a timely fashion, before the next Parent Robotics Organization meeting;
- Keep and maintain all files and non-financial records for the current and previous three years;
- Handle correspondence between the Parent Robotics Organization and the GBHS Liaison;
- Publicize meetings to members of Team 2337;
- Perform other duties usually pertaining to such an office.

d) The Treasurer shall:

- Assist Head Mentors in maintaining a financial account in the name of the Grand Blanc High School Robotics Team;
- Assist Head Mentors in maintaining accurate records of all receipts, disbursements, and financial activities of the organization;
- Provide a financial report for each meeting, and as required by the Parent Robotics Organization, or as requested by the Head Mentors;
- Provide a complete financial report at the end of the fiscal year;
- Pay out funds as authorized by the Head Mentors;
- Allow the Treasurer's books to be audited by Central Office.
- Keep and maintain all financial records for the current and previous three years.
- Notate plans for all funds remaining in the account for the following fiscal year at the end of the current fiscal year

ARTICLE VII – THE ORGANIZATION

1. Head Mentor representation is required at all Parent Robotics Organization meetings.
2. The Executive Board, Committee Chairperson(s), and School Liaison should attend all meetings.
3. In order for any formal business to be conducted, there must be in attendance a minimum of fifty percent (50%) of the Executive Board, and at least one Head Mentor.
4. When an Executive officer fails to attend three consecutive meetings without adequate excuse and/or is unable to perform his/her duties, the Parent Robotics Organization Board may declare such a position vacant.

5. The School Liaison should attend all executive meetings in a nonvoting advisory position.
6. During voting, each member of the PRO, who is present, has one vote.
7. Committees shall be established by the Parent Robotics Organization Executive Board.
8. Each officer and chairperson, upon expiration of his/her term of office or in the case of resignation, shall turn over to his/her successor without delay, all records, books, funds, or other material pertaining to the office.

ARTICLE VIII-COMMITTEES

1. Committees shall be formed by the Parent Robotics Organization as required to meet organization objectives.
2. The following is a proposed list of Standing Committees and job descriptions. Committees can be added and deleted at the discretion of the Executive Board.
 - a) Sponsorships
 - b) Donations
 - c) SCRIP
 - d) Fund Raising, Planning and Implementation
 - e) Team Travel Arrangements
 - f) Team Apparel
 - g) Team Dinners
 - h) Cheering Section
 - i) Publicity Event Coordination
 - j) Awards Banquet
 - k) Snacks
 - l) Phone Tree
 - m) Recruiting
 - n) Team Building

ARTICLE IX – MEETINGS

1. Parent Robotics Organization Meetings will be held at a schedule that is mutually beneficial for the Executive Board and Head Mentors. Additional meetings may be called as needed at the discretion of the Executive Board. Meeting dates will be published to the membership in advance through Team 2337 calendar and via the appropriate school bulletins and announcements.
2. A quorum for Parent Robotics Organization meetings will be a simple majority of members.
3. Any PRO member can present agenda items to the President of the Parent Robotics Organization Board for consideration. These requests must be made at least five days prior to the scheduled meeting in order to be considered for the agenda at that meeting.
4. The Parent Robotics Organization Executive Board will call upon Robert's Rules of Order only when necessary.

ARTICLE X – PARLIAMENTARY AUTHORITY/POLICIES

1. Open communication shall be maintained with the Head Mentors and Central Office.
2. With the exception of the Head Mentors, the members of the organization acting individually or selectively may not act in the name of the Parent Robotics Organization or Grand Blanc High School Robotics Team 2337 without the written consent of the Head Mentors.
3. The organization may cooperate with other GBHS organizations.
4. The organization may raise funds in accordance with its objectives.

ARTICLE XI – AMENDMENT OF THE BYLAWS

1. These bylaws may be amended at any general meeting by a majority vote of the members present, provided that notification of the proposed amendment changes have been given to the members at least fourteen (14) days in advance of the meeting. Copies of the proposed amendments must also be available to the membership in the Parent Robotics Organization and Head Mentors at least fourteen (14) days in advance of the meeting.
2. Approved amendments shall be immediately incorporated into this document.

ARTICLE XII – DISSOLUTION OF THE ORGANIZATION

The dissolution of the Parent Robotics Organization may be accomplished by a two-thirds (2/3) vote of current active members, provided that notice of the proposal is given at least fourteen (14) days in advance.