

# **PURDUE MECHATRONICS CLUB**

Date Prepared: 8/20/14

Amended: N/A

## **PREAMBLE**

The contents stated in this constitution shall be used to govern and establish policies for the routine operation of club meetings, events, and activities.

## **ARTICLE I – Name**

Purdue Mechatronics Club is the official name of the present organization. The organization may also be alternately referenced as Purdue MTR, LifeBeam Mechatronics, or LifeBeam MTR.

## **ARTICLE II – Purpose of the Organization**

Purdue Mechatronics Club was formed by engineers for engineers. We are dedicated to developing the skills and interests of aspiring and expert builders and tinkerers. We work with computer science and engineering students to achieve innovative solutions.

## **ARTICLE III – Definition of Membership**

- In general, all students are welcomed to register to become members as long as they show an interest in Mechatronics, engineering, and/or computer science.
- There are no restrictions for student registration, regardless of academic standing.
- We do not particularly select members since we welcome all students to join. However, our organization appreciates students that can contribute their knowledge and share their projects with the club.

## **MEMBERSHIP LANGUAGE**

Only currently registered students, faculty and staff may be active members in this organization. Non-registered students are considered guests and may not access exclusive events offered by this organization. Only active student members may hold office.

## **ANTI-HAZING STATEMENT**

This organization complies with all State and Federal laws and Purdue University Hazing Policy (see University Regulations). Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action by the Office of the Dean of Students.

## **REQUIRED NON-DISCRIMINATION STATEMENT**

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

## **Article IV - Organization Officers and Election Procedure**

### **Section A. List of Officers by title**

- Dominick Lee – President
- Brian Tung – Vice President
- Noah Whaley – Treasurer
- Albert Huang – Executive Coordinator
- Ayush Vijaywargi – Supervisor Logistics
- Harun Sentosa – Project Manager
- Ongun Savas – Secretary 1
- Abhijit Edlabadkar – Secretary 2
- Nick Zenobi – Public Relations
- Naman Patwari – Distributor
- Ravi Gupta – Chief of Electrical Engineering
- Cheng Huang – Chief of Computer Science
- Felix Xiaozhu Lin – Club Advisor

### **Section B. Officer Eligibility**

- New club officers will be chosen under the discretion of the President and Vice president. Since it is imperative that our club officers have distinguished competence to lead the club, new club officers will be carefully chosen by the President and Vice President. Club officer candidates comprise of members whom have demonstrated their leadership and have significantly contributed to the club throughout the year.
- In case of a position vacancy, the President and Vice President will choose a new representative from several nominated club members.
- Typical Club Officer Replacement occurs under three conditions stated as follows:
  - **Typical Replacement:** As a student leaves Purdue University, his/her club officer position will become available to other candidates.
  - **Revocation Replacement:** In rare cases, club officers that are found in persistent violation of club policies or fail to fulfill their officer responsibility will be replaced.
  - **Requested Resignation:** A club officer who formally requests a resignation may be replaced with another club officer respective of his/her position.

### **Section C. Length of Officer Term**

- All elected officers shall be selected annually and serve a one-year term starting in the official first day of Purdue University classes and ending on the last day of the school year. Unless with written permission of the club president, typical positions last one academic year.

### **Section D. Membership and Student Expectations**

- Members in this organization are expected to respect the club and other fellow colleagues in the club. It is expected that all University rules and policies are followed.
- At Purdue Mechatronics Club we respect those who wish to give advice, suggestions, and constructive criticism in the condition that these concerns are discussed in a professional,

reasonable, and non-aggressive manner. Any conduct other than such aforementioned is prohibited.

- Members are expected to be leaders as much as club officers. Although members may not have a highly active responsibility, members are still expected to show up to regular club events and meetings.
- Due to understood busy schedules and academic study, we understand that some students may not be able to show up to certain club meetings. Members or officers who are routinely occupied on club meetings must notify primary club officers 24 hours prior to absence.
- Members and officers who persistently miss club meetings exceeding one month without prior authorization from the club president or vice president will be subject to removal without notice. Officers who persistently fail to perform expected duties will be revoked of their club officer privileges and become subject to replacement.

### **Section E. Complaints**

- Any member or officer may submit complaints or concerns verbally or through digital communications to the club president or vice president. However, we request that complaints be sent and reviewed by the primary club officers before any distribution or disclosure is made to the public.

### **Section F. Endorsements**

- Our organization supports the concepts of students sharing their ideas about innovation and technology with their peers. However, we do not necessarily endorse statements or topics contributed by club members or the public. We prohibit promotion of any activity that would violate, plagiarize, or infringe any patent, copyright, or trademark. Although some new ideas may be arguably conflictive with existing innovations, we support improvements to existing inventions and encourage students to learn and explore as long as their work does not conflict with any of the aforementioned items.

## **ARTICLE V - Advisor**

- The advisor is selected as the best instructor suited with the skill needed to guide the club and mentor students to grow intellectually as a team. The club advisor would also have access to the primary meeting location of the club.
- The selection of a club advisor will be held in the beginning of a school year.
- Unless with unavoidable circumstances, advisors typically would serve for one academic year. In case of a vacancy, the club president will appoint the appropriate club officers to search for a new replacement advisor.
- The current selected club advisor is Felix Xiaozhu Lin, ECE Professor.

### **ADVISOR CLAUSE**

This organization will select and secure an advisor from the active faculty or staff of Purdue University and will register their name with the Dean of Students annually. The advisor will be informed of all meetings and activities of the organization and may call a special meeting of the organization to discuss concerns for the ongoing nature of the organization.

## **ARTICLE VI - Officers and Duties**

### **SECTION A. PRESIDENT**

- The President will preside over all meeting and events, will be responsible for creating the agendas for these meetings as well as maintaining order during the meetings, and act as a communication liaison

### **SECTION B. VICE PRESIDENT**

- The Vice President will preside over all meetings and events and will be responsible for inquiries from other club officers. The Vice President will assume command and fulfill the duties of President in the event the President is temporarily unable to do so, such as in the case of illness.

## **Article VII - Meetings**

- Meetings are planned tentatively on a weekly schedule due to the understanding that students are frequently busy and have varying times of availability.
- The club president will call meetings and is responsible for notifying the club.
- Meeting times are specified on the club's main website (PurdueMechatronics.com)
- Under rare circumstances, we will notify the club in the event of an emergency meeting. In an emergency meeting, club officers are expected to attend. Everyone will be notified of the meeting by phone calls and email.

## **ARTICLE VIII - Constitutional Amendments**

- Any club officer can propose a written amendment. The club president and vice president must both acknowledge and agree on the amendment in order to establish it.
- If a club member wishes to compose an amendment, all club officers must acknowledge and agree on the amendment in order to establish it.

### **REQUIRED AMENDMENT CLAUSE**

**All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.**

Date of Adoption

Date of Recognition

\_\_\_\_\_  
President's signature

\_\_\_\_\_  
Office of the Dean of Students

\_\_\_\_\_  
Vice President's signature

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Advisor's signature