

Official Constitution of the Missouri University of Science and Technology Drillbotics Design Team

Article I: Name

The name of this organization will be “Missouri University of Science and Technology Drillbotics Design Team”, which henceforth shall be referred to as the “Team.”

Article II: Purpose

The goal of this organization is to compete in and win the annual Drillbotics competition held by the Drilling Systems Automation Technical Section (DSATS) of the Society of Petroleum Engineers (SPE). The Team will provide students from several disciplines the opportunity to work on a competitive project that develops essential technical, communication, and leadership skills in the professional world.

Article III: Membership

Section A: Membership Qualifications

To be a member of the Team, an individual must be an enrolled, full-time student at Missouri S&T.

Section B: Membership Classes

B.1 Active Members

Active membership shall consist of members who have shown participation in the Team’s activities. In order to keep active member status, a member must attend both general meetings each month or have a legitimate excuse. That excuse must be sent to the Chief Operating Officer (COO) via the Team’s official email, drillbotics@mst.edu, prior to the general meeting. The legitimacy of each excuse will be determined on a case-by-case basis by the COO. A member is allowed one unexcused absence a month and three unexcused absences a semester. Not satisfying the above requirements will result in demotion to non-active member status.

B.2 Non-active Members

Non-active member status shall be given to members that do not meet the previously mentioned active member requirements. A new non-active member will be given a warning from the COO via the Team’s official email address, drillbotics@mst.edu. A non-active member will then be on a probationary period for the remainder of the semester. A member will forfeit his or her voting privileges while on non-active status. A non-active member may not acquire any more unexcused

absences for the remainder of the semester. On the fourth unexcused absence, a case for member termination will be held at the following board meeting.

Section C: Membership Termination and Reinstatement Policy

The following cases may result in membership termination:

- Four or more unexcused absences
- Unruly or unproductive behavior at any Team-related function
- Unsafe behavior

A case for termination of a member will be held at the next board meeting after one or more above-mentioned infractions have occurred. A three-quarter majority vote will result in member termination. A terminated member may be reinstated the next semester at the discretion of the board. If an infraction is considered especially severe, the board may call for a permanent termination.

A terminated member may appeal the board's decision. The member will present a case for reinstatement at the next general meeting and a majority vote is needed to reinstate the member.

Section D: Inclusion Policy

The Team will not deny membership to any student for reason of race, color, religion, sex, gender identity, sexual orientation, national origin, age, or veteran status.

Article IV: Board Members

Section A: Titles of Board Members and Responsibilities

There shall be six board members in a three-tiered system. The first tier shall consist of the Chief Executive Officer. The second tier shall consist of the Chief Operating Officer, Chief Financial Officer, and Chief Technical Officer. The third tier shall consist of the Head of Human Resources and Lead Engineer.

A.1 Chief Executive Officer

The Chief Executive Officer (CEO) shall lead all general and board meetings. The CEO shall also set team deadlines, and must approve any major decisions. The CEO will also receive the monthly design reports from the Chief Technical Officer (CTO) and must proofread them and send them to SPE. The CEO shall act as the team president in the need of a position for circumstances that call for a position of that title.

A.2 Chief Operating Officer

The Chief Operating Officer (COO) shall be responsible for day-to-day business operations. This includes keeping the Team's Org-Sync page and website up to date, managing the Team's email account, approving excuses, and managing the Team roster. The COO shall take meeting minutes at every general and board meeting and be sent to each member of the Team via the team email. The COO shall be responsible for campus functions, which will mostly be delegated to the Head of Human Resources. All work not currently assigned to a board member will be completed by the COO until the responsibility is delegated to another board member. The COO shall act as the team

vice-president or secretary in the need of a position for circumstances that call for a position of that title.

A.3 Head of Human Resources

The head of Human Resources (HR) shall work under the COO. Recruitment functions and campus functions will be the responsibility of the head of HR. Any outreach opportunities shall be managed by the head of HR. All fundraisers will be a joint effort between the head of HR and the Chief Financial Officer.

A.4 Chief Financial Officer

The Chief Financial Officer (CFO) shall be responsible for the Team's budgets, accounts, and financial records. Supply chain management shall also be the responsibility of the CFO. The CFO shall also manage the acquiring of sponsorships for the Team. Fundraisers shall be a joint effort between the CFO and the Head of HR. The CFO shall act as the team treasurer in the need of a position for circumstances that call for a position of that title.

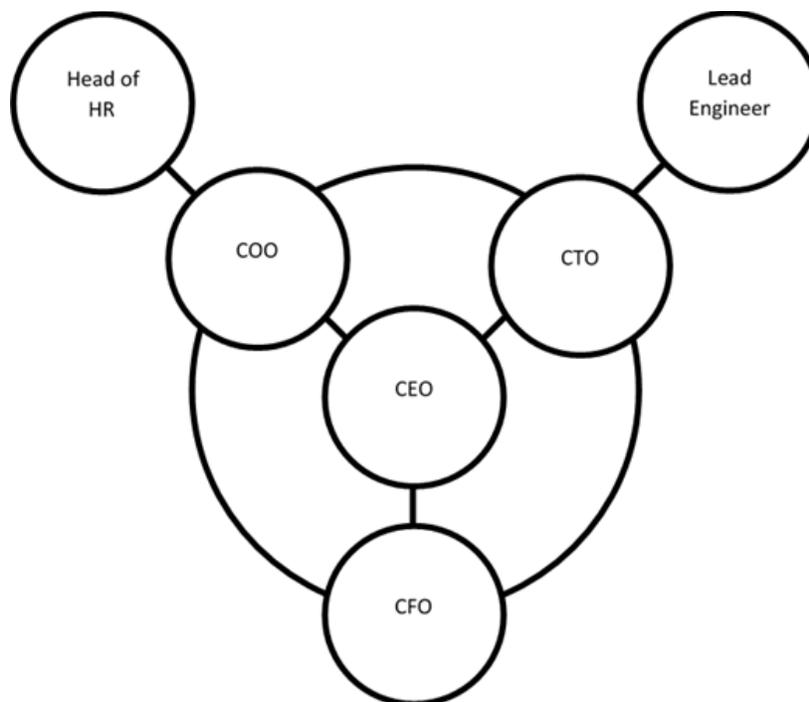
A.5 Chief Technical Officer

The Chief Technical Officer (CTO) shall handle the design process of the autonomous drill. The CTO shall also work closely with the Lead Engineer in order to make a functioning drill. Monthly design reports will be written by the CTO and sent to the CEO. The CTO shall act as the team lead design engineer in the need of a position for circumstances that call for a position of that title.

A.6 Lead Engineer

The Lead Engineer shall oversee all manufacturing processes of the autonomous drill. The Lead Engineer shall work with the CTO to ensure a functioning drill in time for competitions.

A.7 Team Organizational Chart



Section B: Elections and Terms of Office

B.1 Election of Board Members

Elections of board members shall be held four weeks before the week of spring finals. The process for elections are as follows: at the general meeting that satisfies the previously mentioned time, a member will nominate him or herself. Another member will need to second the nomination. After the nomination process, a popular vote, if one is needed, shall choose the top three candidates for the board position. The top three candidates will be announced in no particular order. At the next board meeting, each chosen candidate will go through a short interview conducted by the current board members. The board will then choose one candidate for each position through a jury-style process. Board Members shall not hold more than one office at a given time.

B.2 Board Member Qualifications

In order for a member to be considered for nomination, he or she must meet the following criteria:

- Be an active student member of the Team
- Be in good academic standing, as per the guidelines of the University

A current board member may hold the same position for multiple terms, but must be re-elected to that position.

B.3 Terms of Office

The term of office for each board member will be one academic year consisting of a summer, fall, and spring term. The term shall start the Saturday after the week of spring finals and end on the last day of finals week in the spring of the following year. If the Team qualifies to present at the SPE Annual Technical Conference and Exhibition (ATCE) in the fall of the next academic year, the current year's team members will decide who will present. Graduated members or former members may represent the Team at ATCE.

Section C: Committees

Each board member can call for a committee to be formed under his or her specific duty in order to achieve tasks and deadlines more effectively and efficiently. Members are free to join any committee of their choosing and are encouraged to join several committees. Each committee shall set its own meeting times and preferred method of communication.

Section D: Advisors

The Team shall have at least one advisor. An advisor must be at least a three-quarter full-time equivalent faculty or professional staff member. Advisors shall be instated as advisors to serve until replaced. If an advisor is deemed unfit, the Team shall follow the SDELC Advisor Removal Process as adopted by the Student Design and Experiential Learning Center-Advisory Board given formal recognition by the Student Design and Experiential Learning Center – Advisory Board.

Section E: Filling of Board Member Positions

In the special case of a board member needing to resign from his or her position or be temporarily replaced, the board will approve of a replacement. Special consideration will be given to members on the former board member's committee. A supermajority of board members and a majority of the general body is needed to approve the board's choice of replacement.

Article V: Meetings

Section A: Times and Places of Meetings

The times and place of general meetings will be designated at the beginning of the semester. Ideally, meetings will be held every other week.

Section B: Quorums

A minimum of 1/3 of total active members must be present to proceed with any major decisions or voting.

Section C: Operating Procedure

The general meeting shall be conducted by the CEO. At the beginning of the meeting, members will sign in with a QR code or equivalent method for attendance purposes. During the meeting, a sheet of paper will be passed around for any member to put comments or questions that he or she feels necessary to bring forth. The commenter or questioner may choose to be anonymous. The meeting starts by going through the board members who will then say what they had prepared before the meeting. Next, the paper that was passed

around earlier will be read and discussed. The meeting concludes by the CEO asking if there are any more questions. After those are answered, the meeting will be adjourned.

Article VI: Amendments

Proposals for an amendment to this constitution must be submitted to the CEO in written form and made available to all members and advisors at least one week before the general meeting where it will be presented.

After the proposed amendment is presented, it must be ratified by, first, a supermajority approval of the board at the next board meeting, and, second, a majority of all active members at the subsequent general meeting. The amendment will then be put in place immediately after delivering a presentation to Student Life and its approval of the amendment.

Article VII: By-Laws

The Team shall adopt by-laws as necessary to fulfill the responsibilities and goals of the Team. By-laws must be submitted in written form. A simple majority vote at a general Team meeting is required to approve or suspend a by-law. Amendment or revocation of a by-law requires a simple majority vote at a general Team meeting.

Article VIII: Ratification

This constitution shall be ratified by a supermajority vote of members present at the specified general meeting.

Article IX: Compliance Statement

The Team shall at all times adhere to all rules and regulations set by the following organizations and documents:

- The University of Missouri,
- The University Student Code of Conduct,
- State and federal laws,
- The Student Design and Experiential Learning Center (SDELC)
- The Official Constitution of the Missouri University of Science and Technology Drillbotics Design Team

Additionally, team members shall act in a manner that positively reflects on both Missouri S&T and the SDELC.