



Constitution of the Husky Robotics **Team at the University of** **Washington**

Version: 2023-2024

Operations Director: Elijah Reeb

Mechanical Engineering Lead: Linda

Systems Engineering Lead: Davis Sauer

Business Lead: Lucas Bucci



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Article I - Affiliations

Section I – The Husky Robotics Team (HRT) is a Registered Student Organization (RSO) at the University of Washington (UW) in Seattle under the Department of Mechanical Engineering. The Husky Robotics Team is structured (Article III) for competing in contests in the Rover Challenge Series. HRT is an inclusive organization that has a strict, zero-tolerance policy for racism, sexism, or other exclusionary biases in recruitment practices or member conduct. HRT strives to attract students from all cultures and backgrounds, distinctions and identities, and to create a safe, welcoming environment regardless of those factors.

Article II - Team Membership

Section I: General Member Requirements – To be a General Member of the Husky Robotics Team all of the following criteria must be met:

- a. Be a student at the University of Washington.
- b. If defined as a Prospective New Member (Article II Section III), have passed through an application process (Article II, Section V).
- c. Have paid a non-refundable annual membership fee of \$50.00 (Operations Director and Business Lead can waive fees at their discretion on a case by case basis for a member who meets the rest of the criteria).
- d. Complete necessary safety forms and training as specified by the UW College of Engineering.
- e. Complete the necessary team registration form(s).

Section II: General Member Privileges and Responsibilities – Members of the Husky Robotics Team have the following privileges and responsibilities:

- a. Members have the ability to participate in officer and subsystem elections (Article IV).
- b. Members have the ability to participate in any one subsystem of the team. General Members may only be officially affiliated with one subsystem but may assist any other subsystem.
- c. Access to appropriate team credentials at the discretion of the Operations Director, defined in (Article III, Section III, iv)



- d. Must fulfill participation requirements of the member's subsystem set by their respective Subsystem Lead to remain an active member of the club. A General Member is subject to being removed from the team after 3 weeks of consecutive unannounced absences. Absences are considered unannounced if they do not provide a 24-hour notice that they will not be present and/or are more than 10 min late to the start of the meeting.
- e. A General Member may be removed by a 2/3 leadership vote if they are severely hindering the progress of the team or are continuously creating an unwelcome or uncomfortable environment.
- f. All members are required to attend one outreach event per academic year. Some events on campus will not fulfill this requirement upon the discretion of the Public Relations Lead.
- g. Any General Member (except leadership) who brings a sponsorship to Husky Robotics Team, can be credited for team expenses after consulting the Business and Donor Relations leads at a leadership meeting to evaluate the credit they would receive. They will be credited 5% of the agreed upon value of their sponsorship towards their future team expenses (up to the full annual membership fee amount).

Section III: Prospective New Member Registration – A Prospective New Member is defined as an individual who meets the requirements for General Membership (Article II, Section I) and has not been on the Husky Robotics Team for the duration of the previous academic year. Prospective New members are subject to a competitive application process and can be denied membership on the Husky Robotics Team based on the content provided in their application or space available on the Husky Robotics Team. (Article II Section V)

Section IV: Returning Member Registration – A returning member on the Husky Robotics Team is defined as an individual who meets the requirements for General Membership (Article II, Section I) and has been on the Husky Robotics Team for the duration of the previous academic year. Returning members may join any subsystem of their choice, without any application process. Returning members must confirm their participation in HRT for the next academic year before the applications for the Prospective New Members are reviewed.

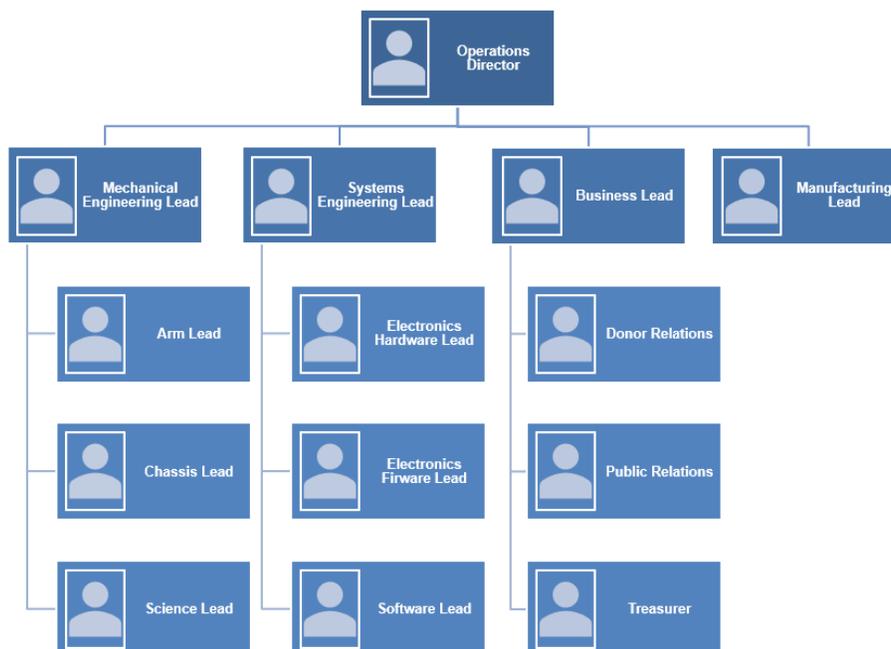


Section V: Prospective New Member Application Process – Membership on the Husky Robotics Team for individuals classified as Prospective New Members is competitive and an Application Process is enforced. The Application Process is conducted as follows:

- a. An application is created for Prospective New Members to fill out. The content of the application must be unanimously agreed upon each academic year by the Operations Director, Systems Engineering Lead, Mechanical Engineering Lead, and Business Lead.
- b. The content of the application must evaluate the following questions:
 1. Will the Prospective New Member be able to contribute a meaningful amount of time to the team?
 2. Will the Prospective New Member be able to learn new skills and invest adequate time to learn new skills?
 3. Will the Prospective New Member push through difficult challenges and follow through on requests from their subsystem lead?
- c. The following criteria are not allowed to factor into admission decisions: gender, race, ethnicity, age, sexual orientation, major, major declaration status, and disability status.
- d. For a Prospective New Member to gain admission to the Husky Robotics Team, their application must receive a majority vote from the Operations Director, Systems Engineering Lead, and Mechanical Engineering Lead.

Article III - Leadership Team

Section I: Leadership Hierarchy - The officers of the Husky Robotics Team consist of the following hierarchy:



Section II: General Leadership Entitlements, Powers, and Responsibilities - All team leads have access to room code and team Google account. No team lead can distribute any credentials without the approval of the Operations Director. All team leads are able to delegate work to their subordinates and resolve disputes amongst their subordinates but are ultimately responsible for the completion of their duties as enumerated in Sections IV - XVII. Every lead is also responsible for maintaining a Lead Responsibilities Handbook outlining their detailed responsibilities as lead to provide instruction and tools for performing the duties enumerated therein. This should be written before this election. This handbook is to have two sections:

- a. **Detailed lead responsibilities**, which outlines in greater specificity all of the tasks which each lead is meant to perform, and how they are meant to perform them. Each task should be sufficiently outlined to where a Husky Robotics member within the given field of expertise, given leadership permissions, can perform or delegate it adequately. Any task that must be performed at a consistent time each year must be listed on the program schedule for that subsystem. Leads must inform and discuss any change to a procedure or requirement within this section with those impacted before making that change.



- b. **Letter to Future Leads**, which allows every lead in that position to give key pieces of advice to the next leads. This can be whatever the lead wants, but should try to answer the question of “what do you wish you understood when you started in this position?” Letters from past leads should not be deleted unless they are hateful, violate team or school policies, or are otherwise problematic.

Repeated failure to adequately perform or delegate the tasks outlined in a given lead’s Detailed Lead Responsibilities, or any significant unapproved changes to the Detailed Lead Responsibilities, are sufficient grounds for discipline or removal in accordance with *Article III, Section XIX*.

Section III: Operations Director - In charge of managing the RSO as a whole, primarily including administrative duties and coordination between business and engineering. The Operations Director is present and aids in engineering discussions and business discussions and resolves disputes between members of leadership. The Operations Director is assigned as one of the five officers representing the HRT to the Student Activities Office (SAO). Explicit powers and responsibilities are as follows:

- a. Responsible for ensuring overall adequate team progress and readiness for competitions and that all deadlines relating to said competitions are met.
- b. Responsible for resolving disputes related to any issue between the Engineering Leads and the Engineering Subsystem Leads; and the Business Lead and Business Subsystem Leads. For issues determined to be time sensitive to the parties involved, the Operations Director’s position is final. All other issues that can’t be resolved will be brought to team leadership for a vote.
- c. Responsible for coordinating meetings, workshops (when applicable), and team communication. The Operations Director must send out weekly emails to the Husky Robotics Team to keep all members informed about the happenings and progress of the club.
- d. Maintains team credentials, policies for credentials, and who has access to said credentials. Credentials include, but are not limited to, team room code, team Google account password, bank account info, etc. Operations Director may change any credentials at any time for security purposes only and must notify appropriate users.



- e. Works with the Systems Engineering Lead and the Mechanical Engineering Lead in the Admission Process for Prospective New Members on the Husky Robotics Team. (Article II, Section V)
- f. At the Operations Director's discretion, any of the aforementioned duties, save for the maintaining of credentials, can be delegated to or rescinded from any member of the Husky Robotics Team.

Section IV: Business Lead - Responsible for the club's public presence, outreach, human resources, business plan, budget, and overseeing the other Business Team Leads. The business Lead is assigned as one of the five officers representing the HRT to the SAO. Explicit powers and responsibilities are as follows:

- a. Presenting the Husky Robotics Team to the public with outreach events and departmental relations.
- b. Responsible for monitoring financial stability and feasibility of all team purchases for both club activities and promotions (e.g., shirts).
- c. Responsible for planning, organizing, monitoring, and running fundraisers.
- d. Responsible for maintaining awareness of grants through the UW and applying for funding through the UW.

Section V: Treasurer - Responsible for managing the team budget, sponsor donations, bank accounts, membership fee collection, interdepartmental money transfers, and making approved purchases in a timely manner. The Treasurer must notify the Business Lead when any purchases are made. By default, the Treasurer has access to team bank account information. The Treasurer is assigned as one of the five officers representing the HRT to the SAO. Explicit powers and responsibilities are as follows:

- a. Must maintain a standardized purchase order form to streamline the purchasing process. Must execute approved purchases in a timely manner.
- b. Must provide leadership with a bi-quarterly budget update that encompasses the team's financial status as a whole and forecasted expenditures' effect on the team's financial status.
- c. Can deny the execution of a purchase if it puts the team in debt.



Section VI: Public Relations Lead - Responsible for managing the team's public presence and narratives, including online/social media posts, storyline pitches, advertising. The Public Relations Lead also coaches HRT members in presenting material for public release, where possible. By default, Public Relations Lead has access to all Social Media/Blog accounts and website credentials. The Public Relations Lead is assigned as one of the five officers representing the HRT to the SAO. Explicit powers and responsibilities are as follows:

- a. Responsible for the collection of photographs, video, and other media for posting to social media and other platforms.
- b. Responsible for making weekly posts and updates to social media and other platforms about the happenings of the club.
- c. Responsible for working with other organizations for attending outreach events and community engagement to further the team's public appearance.

Section VII: Donor Relations Lead - In charge of identifying potential sponsors and maintaining contact lists for previous and potential sponsors as well as organizing visits to donors and other events/rewards related to donations. Explicit powers and responsibilities are as follows:

- a. Communicates with all current donors with the happenings of the team and progress with the team preparing for competition.
- b. Responsible for writing and maintaining a yearly sponsorship packet that defines various sponsor levels and has basic information about HRT.
- c. Responsible for networking and cultivating new relationships with various companies, scholarship/grant organizations, and individuals for the potential of receiving monetary, in-kind or other donations that benefit the team.

Section VIII: Mechanical Engineering Lead - Responsible for managing the Mobility, Arm, and Instrumentation Subsystems and ensuring proper design integration amongst the aforementioned engineering subsystems. If the Systems Engineering Lead is not assigned as one of the five officers representing the HRT to the SAO, then the Mechanical Engineering Lead takes this position. Explicit powers and responsibilities are as follows:



- a. Monitors design progress and ensures design feasibility and applicability to the competition. The Mechanical Engineering Lead monitors individual subsystems and makes queries and suggestions accordingly.
- b. Reviews and approves written design requirements and rough design plans for Mobility, Arm, and Instrumentation in a Preliminary Design Review (PDR).
- c. Reviews final and detailed designs and prototypes proposed by engineering subsystems in critical design reviews (CDR) for approval of manufacturing and financing.
- d. Resolves disputes between the aforementioned engineering subsystems.
- e. Monitors documentation and enforces engineering standards (file naming convention, units, geometric dimensioning and tolerancing convention etc.)
- f. The Mechanical Engineering Lead works with the Systems Engineering Lead to ensure proper design integration and progress amongst all engineering subsystems.
- g. Works with the Systems Engineering Lead and the Operations Director in the Admission Process for Prospective New Members on the Husky Robotics Team. (Article II, Section V)

Section IX: Systems Engineering Lead - Responsible for managing the Software and Electronics Subsystems and ensuring proper design integration amongst the aforementioned engineering subsystems. If the Mechanical Engineering Lead is not assigned as one of the five officers representing the HRT to the SAO, then the Systems Engineering Lead takes this position. Explicit powers and responsibilities are as follows:

- a. Monitors design progress and ensures design feasibility and applicability to URC. The Systems Engineering Lead monitors individual subsystems and makes queries and suggestions accordingly.
- b. Reviews final designs and prototypes proposed by engineering subsystems in critical design reviews (CDR) for approval of manufacturing and financing.
- c. Resolves disputes between the aforementioned engineering subsystems.
- d. Monitors documentation and enforces engineering standards (file naming convention, units, geometric dimensioning and tolerancing, etc.)
- e. The Systems Engineering Lead works with the Mechanical Engineering Lead to ensure proper design integration and progress amongst all engineering subsystems.



- f. Works with the Operations Director and the Mechanical Engineering Lead in the admission process for the Husky Robotics Team. (Article II, Section V)

Section X: Workspace Manager - The Husky Robotics Workspace Manager is responsible for the care, maintenance, improvement, and safe operation of the Husky Robotics Engineering Annex workspace. Their explicit powers and responsibilities are as follows:

- a. Maintains the Husky Robotics Workroom as a usable workspace
 1. Communicates with all of the subsystem leads and maintains and improves the workspace, signage, equipment, and organizational systems according to their needs
 2. Holds all subsystems accountable for keeping the team's collective workspace clean and following organizational systems
 3. Has the final say on any proposed changes to the Husky Robotics workspace, and may allocate workspace budget to projects deemed worthwhile
 4. On a weekly or biweekly basis ensures that common consumables, outlined within the Husky Robotics Stock Consumables list (see below), are purchased when supplies run low. Also is responsible for updating this list regularly.
 5. Collects a list of food allergies, disabilities, and other concerns that may impact member participation in the workspace and ensures the workspace accommodates for these.
 6. Maintains a scheduling system that allows subsystem leads to communicate when they need what parts of the workspace to avoid conflicts
 7. Conducts or outsources routine maintenance and repairs of workroom machinery and equipment
- b. Maintains workspace safety equipment and documentation
 1. Each year, between Week 5 of Spring quarter and the first meeting with new members of the subsequent year, conducts a workspace review and updates the following:
 - i. Written Standard Operating Procedures (SOPs) for workroom equipment
 - ii. Lists of required trainings for the Husky Robotics workspace



- iii. Written safety trainings for specialized equipment not otherwise covered by machine shop or EH&S safety trainings
- iv. Any other Environmental Health and Safety documentation
- 2. Annually updates EH&S with lists of users certified to work within the Husky Robotics workspace
- 3. Works with the building manager and EH&S to ensure proper storage, labeling, and disposal of flammable and hazardous materials and electronic waste
- 4. Must be trained as a student shop assistant within their first 5 months in the role
- c. Is strongly encouraged to attend other subsystem meetings outside of the subsystem of which they were originally a member
- d. Is strongly encouraged to recruit a team of delegates to each subsystem to help carry out the tasks outlined above
- e. May still retain their subsystem membership
- f. Has the ability to approach any lead currently running a meeting and request that members of that subsystem assist with workspace management tasks as long as the Workspace Manager has given at least one week's notice. The subsystem lead is obligated to provide the assistance of at least 3 members, or 1/4 of the current meeting attendance rounded down, whichever is smaller, to the Workspace Manager. If the meeting at hand requires the engagement of all subsystem members, the lead can decline to provide assistance at the current moment.

Section XI: Mobility Project Lead - The Mobility Project Lead's core responsibilities are to ensure that Mobility members have a clear picture of how to participate in Husky Robotics, and to perform administrative tasks necessary for the operation of the mobility team. Explicit powers and responsibilities are as follows:

- a. Assists the Mobility Chief Engineer with rover design and documentation.
- b. Schedules events and deadlines for the Mobility team, including recruitment events, educational workshops, design reviews, deadlines, and milestones, weekly meetings, URC SAR and PDR, team social events, and any other activities.
- c. Enforces project deadlines for general members and the Chief Engineer.



- d. Revises the Husky Robotics application, and recruits, evaluates, interviews, and onboards a new set of members every year.
- e. Takes initiative to get feedback from all members and to rewrite and revise organizational systems, documents, and activities that could use improvement.
- f. Provides Mobility members with a clear and structured design process to follow in order to achieve their goals.
- g. Checks in with Design Group Leads on a weekly basis.
- h. Recruits, interviews, and selects new members onto the Mobility division.
- i. Attends weekly leadership meetings to give updates on mobility's goals and needs and coordinates joint events.
- j. Responsible for recruiting and onboarding the next Mobility Lead and Chief Engineer.
- k. Carries out and/or delegates other specific duties enumerated in the Mobility Leadership Guidebook.
- l. Maintains and updates Mobility-relevant parts of the program schedule.

Section XII: Mobility Chief Engineer - The Mobility Chief Engineer's core responsibility is to ensure that the rover's mechanical design will perform as required for the competition. They must ensure that team members are sufficiently educated on technical matters to perform their needed design tasks, assist with and review the designs they create, and ensure designs are sufficiently documented. Explicit powers and responsibilities are as follows:

- a. Assists the Mobility Lead with onboarding, project planning, and communication.
- b. Works with Mobility members, the Mobility Project Lead, Arm Lead, Instrumentation Lead, and Mechanical Lead to ensure the Mobility Unit design meets the requirements outlined by URC and CIRC and accommodates the devices constructed by the other subsystems.
- c. Manages CAD file sharing, the main rover CAD assembly, System Specification documents, and the Bill of Materials.
- d. Ensures proper documentation of the early design process for future years.
- e. Coordinates with the Treasurer and Manufacturing Logistical Lead for material acquisition and parts manufacturing.
- f. Plans Winter Quarter technical workshops based on the needs of the design groups.



- g. Assists other members of leadership to research and prepare educational materials and workshops on technical subjects.
- h. Attends weekly leadership meetings and gives updates on the technical status of the rover
- i. Responsible for onboarding the next Mobility Chief Engineer.
- j. Carries out and/or delegates other specific duties enumerated in the Mobility Leadership Guidebook.

Section XIII: Arm Lead - Responsible for the design and construction of the arm and end effectors. Explicit powers and responsibilities are as follows:

- a. Works with the Mobility Lead to design a mounting apparatus to mount the arm to the chassis.
- b. Must write design requirements that outline the arm's design and how it will complete necessary functions in the competition. Said design requirements must be approved by Systems Engineering Lead and Mechanical Engineering Lead.
- c. Ensures that the arm design is within the allowable budget
- d. Delegates responsibilities to experienced members to coordinate and lead design of the arm. Ex. End effector lead, skeleton, EE Box, etc...

Section XIV: Electrical Hardware Lead - Responsible for the design and construction of the electrical hardware of the base station, rover, and all rover systems. The Electrical Hardware Lead reports directly to the Operations Director. The Explicit powers and responsibilities fall into three categories as follows:

- a. System Level Engineering
 - 1. Must write design requirements that outline the electrical architecture, its interface with other systems, and how it will complete necessary functions in the competition. Said design requirements must be approved by the Operations Director and the Mechanical Engineering Lead.
 - 2. Must work with the Firmware and Software Leads to ensure electrical designs meet the requirements of each subsystem and that Software and Firmware Leads know the design limitations of the electrical hardware.



3. Must document specifications, schematics, and layouts of all developed electrical hardware; and the Software and Firmware Leads must know where to access them.
- b. Project Management
 1. Must ensure PCBs, components, cabling, batteries, antennas, consumables, and any other pieces required for the electrical functionality of the rover.
 2. Must create, maintain, and enforce a schedule of all electrical projects.
 3. Co-lead Electrical Subteam meetings with the Electrical Firmware Lead.
 - c. Education
 1. Teach members on the Electrical team as able on topics such as ECAD (Altium), wiring and crimping, circuit design, analog vs. digital layout, power converter design, motor controller design, etc.

Section XVI: Electrical Firmware Lead - Responsible for the firmware design of embedded systems on board the rover, within the base station, and all other relevant systems. The Electrical Firmware Lead reports directly to the Systems Engineering Lead. Explicit powers and responsibilities are as follows:

- a. Must work with the Hardware and Software Leads to ensure firmware designs meet the requirements of each subsystem and the competition as a whole
- b. Must define the communication protocol or interface with the devices

Section XVII: Software Lead - Responsible for designing main software systems of the rover, base station, and wireless communications, translating physical equations into control laws, and overseeing development of software on board the rover and on the base station. Software Lead has the right to request necessary equations for proper control laws from respective subsystem leads. Explicit powers and responsibilities are as follows:

- a. Must write design requirements that outline the software and how it will complete necessary functions in the competition and service the needs of mechanical systems. Said



design requirements must be approved by Systems Engineering Lead and Mechanical Engineering Lead.

- b. Manages team Git repository and manages all pull requests and branches in a timely manner as necessary.
- c. Provides input to the Electronics Lead to all electrical designs to ensure their compatibility with software systems.
- d. Delegates responsibilities to experienced members to coordinate and lead design of the arm. Ex. GUI Lead, Communications Lead, Computer Vision Lead, Arm Control Lead, etc.

Section XVIII: Instrumentation Lead - Responsible for the mechanical design and construction of the science station. Writes a Science Plan for URC CDR. Consults with relevant experts regarding potential technology, techniques, sensors, and research. Direct collection of relevant scientific papers. Oversees collection of samples and interpretation of data from science stations. Responsible for creation of the science presentation to URC officials. Explicit powers and responsibilities are as follows:

- a. Works with the Mobility Lead to design a mounting apparatus to mount the science station to the chassis.
- b. Must write design requirements that outline the science station and how it will complete necessary functions in the competition and service the needs of mechanical systems. Said design requirements must be approved by Systems Engineering Lead and Mechanical Engineering Lead.
- c. Delegates responsibilities to experienced members to coordinate and lead design of the arm. Ex. Soil Collection Lead, Off-Rover Test Lead, Data Analysis Lead, etc...

Section XIX: Manufacturing Mentorship Lead - The Manufacturing Mentorship Lead is responsible for providing training and the necessary educational mentorship experience to ensure machinists on HRT are taught the skills needed to meet manufacturing deadlines. Explicit powers and responsibilities are as follows:

- a. Assist the Manufacturing Logistical Lead communication, project planning, and any of their respective tasks when needed.



- b. Must become certified Student Shop Masters for the Mechanical Engineering Machine Shop.
- c. Must schedule shop certification training for new machinists each application cycle for machinists to get certified for the Mechanical Engineering Machine Shop.
- d. Monitoring the Expert List and regularly providing testing for members to get certifications.
- e. Prepare workshops and educational materials for the machinists on the team.
- f. Spearhead the development of new skills depending on the needs of the design teams.

Section XX: Manufacturing Logistical Lead - The Manufacturing Logistical Lead is responsible for the timeliness and quality of the manufactured rover. The Logistics Manufacturing Lead works with the Mechanical Subsystem Leads and Mechanical Engineering Lead to ensure manufacturing priorities are met for each subsystem. Explicit powers and responsibilities are as follows:

- a. Assist the Manufacturing Mentorship Lead communication, project planning, and any of their respective tasks when needed.
- b. Must become certified Student Shop Masters for the Mechanical Engineering Machine Shop.
- c. Train new Student Shop Masters and Shop Assistants to allow the team flexible hours of machining in the machine shop.
- d. Oversees PDRs and CDRs to ensure manufacturability of all rover components.
- e. Review drawing files submitted by subsystem leads to enforce tolerancing conventions and ensure quality of manufacturing and a consistent drawing file format.
- f. Monitoring and updating the Parts List to reflect manufacturing deadlines and part needs.
- g. Act to create pads of communication between machinists and engineers to help the manufacturing team improve the engineers' designs.

Section XXI: Term of Office - Term of office shall be one year, beginning at the start of summer quarter and ending at the end of the following spring quarter.



Section XXII: Officer Removal - A Lead is subject to being removed from the team after 3 weeks of consecutive unannounced absences. Absences are considered unannounced if they do not provide a 48-hour notice that they will not be present and/or are more than 10 min late to the start of the meeting. If an officer does not consistently attend meetings or is unwilling or unable to fulfill their duties in a timely and professional manner with the expected quality, the leadership team has the right to remove that officer from their position. A formal motion must be made in a leadership meeting to relieve an officer and said motion must pass with a two-thirds majority vote (Article IV, Section II).

Section XXIII: Officer Voting Power – All elected officials of HRT have one vote for all matters requiring a vote during Leadership Meetings. An officer must be present at a leadership meeting for their vote to be counted for any motion. Real time remote communications such as phone calls and Skype qualify as being present.

Section XXIV: SAO Contacts – The officers selected to represent the club to the SAO are points of contact between the University of Washington and the club. The SAO requires each RSO to have five contacts on file; these are assigned to the Operations Director, the Business Lead, the Public Relations Lead, the Workspace Manager, and the Treasurer. The primary responsibility of these officers is to attend the mandatory RSO registration meeting at the beginning of each academic year; they also are allowed to make use of the RSO resources at the Husky Union Building. Additional responsibilities and benefits are detailed at the RSO registration meeting.

Article IV - Elections

Section I: Officer Eligibility - Officer candidates must declare their candidacy no later than the end of Winter Quarter prior to elections to allow for time to discuss the role in depth with the current presiding officer. A member may run for multiple positions. A member may hold an elected position in the business division or as Workspace Manager and still participate in any other subsystem on the team. A member must declare candidacy to the presiding officer, who must then communicate that to the rest of HRT leadership. In order to declare candidacy, the member must meet the following requirements:



- a. Be active as a member of the team for at least two academic quarters, up to and including the Winter quarter they declare candidacy.
- b. Receive an endorsement from a current member of the leadership team
- c. Intend on being a part of HRT for the remainder of the current academic year to allow for proper onboarding.
- d. Intend on being a part of HRT through the beginning of the Summer Quarter of the following year

Failure to meet any of the above requirements will result in disqualification of candidacy. If a candidate feels that they are no longer able to fulfill responsibilities of said position, they may rescind their candidacy even after the declaration deadline. After declaring candidacy, the period of time remaining before elections is for the candidates to work with the presiding officer to gain an understanding of the role, as well as meeting other candidates. The candidate is encouraged to attend meetings with the presiding officer and overlook their responsibilities throughout the weeks.

Section II: Elections Procedure - Candidates will be required to give a speech of a maximum length of two and a half minutes to the present electors prior to the vote. This speech should include, but not be limited to, previous leadership experiences, skill sets that they have to offer, etc. Speeches will not be allowed to include bribery, slander, open threats, and false promises or pretense. Any persons who include such items as mentioned above will be immediately disqualified for running for office. After a speech is given, a question period begins in which all current members may ask the candidate questions pertaining to their potential role as a leader. Following all speeches and question periods for a certain position, a vote will be held.

Section III: Voting - Voting will be monitored by the highest ranking presiding officer that is not running for any position. For subsystem elections, the voting will be monitored by the highest ranking non-returning members. The election order is as follows:

- a. The election will start with the subsystem lead positions, each voted on by members of the subsystem in which they are officially affiliated with.
- b. Following the subsystem leadership elections, all other leadership positions are voted on by all members of the Husky Robotics team. Starting with all Business-related positions,



then Workspace Manager, then Systems Engineering Lead, then Mechanical Engineering Lead, and concluding with Operations Director.

- c. Voting must be blind, so that no voting member can know the vote of another member.

Section IV: Vacancies - In the event that an officer has to leave the team for a period of more than two weeks, up until the lead returns or a new lead is elected, responsibilities will be assigned as follows:

- a. If a subsystem lead position is vacant, responsibilities will go to either the Mechanical Engineering Lead or Systems Engineering Lead. That lead must either perform or effectively delegate those responsibilities and leadership permissions towards other leads or general members in their division.
- b. If an upper leadership or Business position is vacant, the Operations Director may appoint a member or members of HRT to fulfill responsibilities as needed.
- c. If the Operations Director position is vacant, the Mechanical, Systems, and Business Leads will assume the responsibilities of the Operations Director.
- d. If by election day there are no candidates available for a given position, the previous lead will hold their position until a special election is able to be held following the process outlined in *Section V*, or the beginning of the next Summer term, whichever comes first. If no new lead is found by special election before summer term, the process in *Parts a-c* will be applied.

Section V: Special Election - In the event of a long term or permanent officer vacancy, a special election will be held by the following process:

- a. The responsibility for calling a special election falls to the next lead up from the vacant position in the hierarchy, with the exception of the operations director, in which case the responsibility falls to the mechanical, systems, and business leads.
- b. If the old lead has not formally resigned, the officer removal process must also be initiated and must be complete before the special election can be held.
- c. An announcement will be made to the team at the next general meeting that the leadership position is vacant and nominations will be available any time for the next two



weeks. Nominations should be made to the lead responsible for the special election as per *Part a*.

- d. A request will be made to the Engineering Student Council, managers of the appropriate undergraduate emailing lists, and other communication channels as fit to send out an interest survey regarding the vacant position. Leads may choose to do this as soon as possible if little interest in the vacant position is expected, may defer this step until *Section V, part b* results in no interest in the vacant position. If this step is deferred and there are interested candidates from *Part b*, this step may be skipped entirely
- e. Candidates for special elections need only meet the criteria in *Section I, Parts b-d*.
- f. Subsystem lead candidates who come from another subsystem or outside of Husky Robotics must attend at least two meetings of the subsystem they intend to lead between the time they receive confirmation of their candidacy and two weeks after nominations close.
- g. Any candidate for a non-subsystem position must attend two meetings that their position typically attends including general meetings, of which at least one must be a leadership-only meeting such as integration, mechanical, systems, or captains, between the time they receive confirmation of their candidacy and two weeks after nominations close.
- h. Voting will be held at the next general meeting after all nominations close and all candidates have satisfied the requirements from *Part d-e* as needed as per *Section III*. If only one candidate is available, approval/disapproval voting must be held and requires a $\frac{3}{4}$ majority for election.
- i. If the special election process does not result in a new elected lead, the process shall be repeated.

Section VI: SAO Contact Transfer - At the conclusion of elections, the five former or current officers recognized to be the HRT contacts for the SAO (as described in Article III, Section XVIII) will notify the SAO of the new officer contacts for the HRT.



Article V - Meetings

Section I: Meeting Times - General club meetings shall be held weekly on a day decided upon by Team Leadership. Team Leadership meetings shall be held once a week on day determined by Team Leadership. Subsystem Leads can arrange meetings with their own subsystems as necessary.

Section II: Presiding Officer – General Meetings and Leadership Meetings are run by the Operations Director unless stated otherwise by the Operations Director. Subsystem meetings are run by their respective leads unless otherwise stated by said lead.

Section III: Leadership Meetings - All leadership meetings are run in accordance with Parliamentary Procedure. (<http://www.parliamentaryprocedure.net>). In order for any votes to occur during a leadership meeting, a quorum of nine members of leadership must be present at the meeting.

Article VI - Team Purchases and Reimbursements

Section I: Purchases - Team purchases are to be proposed by any team lead and require different levels of approval based on the amount of liquid assets (company entitlements and money) being spent. A purchase is defined as a single order from a single source.

- a. \$0.01 – \$199.99: The purchase must be approved by one of the Engineering Leads and Business Lead for an Engineering purchase, and just the Business Lead for a Business purchase.
- b. \$200.00 - \$999.99: The purchase must be approved by one of Engineering Leads (if an Engineering purchase), Business Lead, and the Operations Director.
- c. \$1000.000 and up: The purchase must be approved by both of the Engineering Leads, Business Lead, and the Operations Director.

Section II: Reimbursements – A reimbursement is only guaranteed if written approval is given to the purchaser based on the criteria stated in Article VI, Section I before the purchase is made. The purchase must also benefit the team directly. If a purchase is not approved before it is made then reimbursement must have approval based on the criteria stated in Article VI, Section I.



Article VII - Advisors

Section I: Advisor Privileges, Responsibilities, and Code of Conduct - Any faculty member affiliated with the University of Washington that presents skill sets valuable to the team may be appointed as a Husky Robotics Advisor. Advisor(s) shall be chosen by agreement between Team Leadership and said advisor based on the need of the Husky Robotics Team. There is no limit to the number of team advisors. Advisors must adhere to the following guidelines:

- a. Must respond to team communications within 1 week.
- b. Must sign up to be a consultant as per **Article VIII, Section II**, so that they can be available to provide technical and management knowledge
- c. May advise the team on topics relative to their own area of expertise and knowledge
- d. Must be added to the team shared Google Drive and other documentation as Manager or equivalent
- e. Must be able to write letters of recommendation for team leadership
- f. Be included in critical leadership discussions, such as constitutional amendments, elections, budgetary allocation, and member removals

Other expectations must be discussed and agreed upon with the team leadership in the form of an advisor contract which must be established with every advisor, which can be renegotiated in accordance with Section II.

Section II: Advisor Resignation and Removal - An advisor may resign or be removed at any time at their or the team's discretion. In the event the advisor recognizes that they are unable to meet the expectations set by the team, they must follow through with one of the processes outlined below:

- a. **Negotiate a new set of expectations** with Team Leadership to better reflect the capabilities of the advisor and the needs of the team. In this case, the advisor will not need to be removed from the team.
- b. **Establish a plan of action for Advisor Replacement**, which includes assisting Team Leadership with finding potential advisor candidates and setting a timeline to ensure a smooth transition.



In the event the advisor fails to recognize the need for resignation or follow through with either resignation process, they are subject to removal by a majority vote within team leadership.

Article VIII - Consultants

Section II: Consultants - Individual students, faculty, members of industry or alumni of the University of Washington outside the HRT with skill sets valuable to the team but lacking the ability to commit to membership may be brought in as ‘consultants’ with approval from Operations Director, one of the engineering leads, and Business Lead. Consultants may waive the membership fee (Article II, section I, ii) but should have appropriate benefits (i.e., Shirt, references for resume, opportunity for a position on the trip to competitions) extended where possible. Alternative compensation may be monetary (with permission of Operations Director, Business Lead, and both Engineering leads) as a labor cost or in the form of UW credit by prior arrangement. Consultants report to their associated lead, and may participate in group meetings in person or via telepresence. Consultants may be dismissed on the same grounds and by the same process as officers of the HRT.

Article IX - Constitutional Amendments

Section I - The Constitution may be amended during any leadership meeting by a two thirds majority of leadership. For a movement to be made to change the constitution the Operations Director, Business Lead, and both Engineering Leads must be present to vote. Any changes made to the constitution will not take effect until the end of the next general team meeting after being announced to the entire team.