

University of Manitoba Agricultural Robotics Club

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Article 1: Name

The name of the Student Group shall be the University of Manitoba Agricultural Robotics Club, also known as UM-agBOT.

Article 2: Purpose of Club

UM-agBOT exists to give students an opportunity to engage in precision agricultural engineering problems, design and build autonomous farming machinery through mechatronics, artificial intelligence, data analysis, as well as competing in the agBOT competition.

Article 3: Membership

1. Membership is open to any undergraduate or graduate student of the University of Manitoba.
2. Alumni of the University of Manitoba, who were at one point member of UM-agBOT, are able to join an alumni council which is invited to participate in meetings as well as events.
3. Students enrolled in other post-secondary institutions in Manitoba are eligible for membership, so long as total membership is $\frac{2}{3}$ UMSU members.
4. Membership to the club lasts a full academic year: September to August.
5. All members have the right to:
 - a. Vote in elections
 - b. Run for executive roles if properly elected or nominated
 - c. To be systems and subsystems team lead if properly appointed

Article 4: Compliance with UMSU and UMSU Clubs Policies and Procedures

UM-agBOT will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

Article 5: Executive Officers and Duties

The following are the Executive Officers of UM-agBOT, along with their duties:

1. Team Captain
 - a. Shall attend all meetings of UM-agBOT
 - b. Shall be the signing authority for UM-agBOT
 - c. Shall be the spokesperson for UM-agBOT to the public
 - d. Shall be the contact person for UM-agBOT
 - e. Shall be the Chair for the meetings if no other chair has been appointed.
 - f. Shall represent the club as a whole, and responsible for guiding the vision and its execution towards the purpose of the club as outlined in Article 2.
 - g. Shall cooperate and act jointly with other members of the Executive, in directing the operations of the club.
 - h. Shall act as the liaison between UM-agBOT and potential/current sponsors.
2. Co-Captain
 - a. In a year where no single person is willing to take on the role of captain, two people can share the role.
3. Treasurer
 - a. Shall be responsible for maintaining adequate financial records for UM-agBOT
 - b. Shall prepare and submit an annual budget for UM-agBOT
 - c. Shall act as a signing authority for UM-agBOT
 - d. Shall be responsible for booking accommodations, vehicle rentals, and other similar services for trips
 - e. Shall keep track of spending by UM-agBOT to ensure we are within budget
 - f. Shall be responsible for processing reimbursements for the team
 - g. Shall be responsible for directing the team's efforts in preparing funding applications
 - h. Shall attend all meetings of UM-agBOT
 - i. Shall serve as a member on the sponsorship committee
4. Secretary
 - a. Shall maintain accurate meeting minutes, and track attendance for each meeting
 - b. Shall be responsible for creating and distributing meeting agendas
 - c. Shall be responsible for maintaining the membership list
 - d. Shall be responsible for ensuring all files on the drive are organized and well kept
 - e. Shall be responsible for maintaining the sponsorship package
 - f. Shall be responsible for booking rooms, spaces and equipment for UM-agBOT events
 - g. Shall attend all meetings of UM-agBOT
5. Director of Outreach
 - a. Shall be responsible for maintaining the website
 - b. Shall maintain the online presence of UM-agBOT

- c. Shall be the primary contact for sponsors and sponsorship events
 - d. Shall be the chair of the sponsorship committee
 - e. Shall direct the planning of team events
 - f. Shall attend all meetings of UM-agBOT
6. Design Chair (for each project)
 - a. Shall monitor all designs for the projects of UM-agBOT
 - b. To the best of their ability, they shall ensure the team is working synergistically
 - c. Shall be responsible for updating the Gantt Chart
 - d. Shall attend all meetings of UM-agBOT

Article 6: Teams

Article 6.1: Teams

UM-agBOT Teams are groups of members that share a common interest or skill. They will have a constant Team Lead throughout the academic year. UM-agBOT members can join teams based on interest and/or skill, to accomplish tasks required for a project. This kind of bottom-up topic structure allows UM-agBOT members to work on multiple aspects of the project.

Article 6.1.1: Current List of Teams and Descriptions

1. Computer Vision:
 - This team provides the design and creation of software and instrumentation for image-based automatic inspection and analysis.
2. Autonomous Navigation
 - This team is concerned with the software and instrumentation required to plan and execute a potential safe/effective path without input from a human subject.
3. Machine Intelligence
 - This team implements computational models based on datasets to intelligently control the actions of a machine.
4. Mechatronics
 - The design and fabrication of structural mounts and mechanical systems; the design and fabrication of circuits, power, management, and harnesses; and the design and creation of algorithms which will control mechanical systems through computer/electrical means.

Article 6.1.2: Duties of Team Leads and Team Members

Team Leads:

1. Team leads are selected by the executive officers, see Article 7 for the procedure

2. There exists a team lead for each team (i.e computer vision lead, mechatronics lead, etc).
3. Shall be responsible for designating tasks for the members of their team.
4. Shall be responsible for reporting progress to and working with the Design Chair, to ensure systems are working synergistically.

Team Members:

1. Team members will join specific teams to accomplish aspects of projects relevant to the expertise of the team.
2. Will see a task to its end unless team lead agrees its best for them to join another Team
3. UM-agBOT members are not limited to one team, but both Team Leads need to approve the dual membership.

Article 7: Elections

- UM-agBOT elections will happen before April 30th on an annual basis.
- The executive will appoint one team lead to be the Chief Returning Officer (CRO)

The following are the duties of the CRO:

1. Oversee and administer the elections for the club
2. Advertise the elections to the members of the club
3. Present any appeals or complaints to the executive related to elections
4. Set up an online ballot system and sends voting information to all members
5. Announce results of the election

Voting in the upcoming year's Executive election will be conducted as follows:

1. Nominations for the elected positions will last for three days. Members who wish to nominate another member shall inform the CRO by email during that period. Members can also nominate themselves.
2. The CRO will collect a brief biography and manifesto from each candidate and distribute them in an email to all members of UM-agBOT prior to voting.
3. Voting will be open for a week and will be held online.
4. Results will be sent to candidates and UM-agBOT members.

Article 8: Transition of Executives

1. During the period from the end of elections, until the last day of June, the new executive members will assume office. It is the responsibility of the departing executive members to orient the newly elected executive members to their jobs. This includes providing updated technical and administrative documents, mentoring and preparing the incoming executive members for their new roles in UM-agBOT. Transitioning custodianship of group records and materials, including all passwords to all student group accounts, must occur during this period.
2. It is the responsibility of the departing Captain to ensure that all student requirements to the Students' Union, including submission of a complete annual report before the incoming executives assume office.
3. It is the responsibility of the departing Captain and Treasurer to bring all accounts up to date to the end of the fiscal year and to prepare any required financial statements of UM-agBOT. This must be completed no later than the last day of June.

Article 9: Meetings

1. The executive council shall meet at least once a month.
2. Teams shall meet at least once a month.
3. Agendas will be given at least 24 hours in advance
4. Team meeting minutes will be typed up and submitted to the secretary if a team meeting by 48 hours after the meeting
5. In general, meeting decisions may be voted on by a show of hands. If everyone does not agree on a decision within a reasonable amount of time, two-thirds majority vote could decide the outcome. In a year where there are co-captains, the co-captains get one vote.
6. The responsibility of all critical design decisions is on team leads, executives have the right to deny the design proposal based on monetary reasons.
7. No absentee votes, unless it is on a critical topic. Executive members use their discretion to define a critical topic.
- 8.

Article 10: Amendments to the Constitution

- Amendments to the constitution may only be made by a general membership vote.
- A quorum of the general membership vote constitutes at least 60% of the current general membership.

History

First reading