

# University of Toronto Robotics Association

*~ Constitution*

July 2022

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## I. Official Name

*University of Toronto Robotics Association (UTRA)*

## II. Purpose

UTRA is an association of multiple design teams aiming to provide robotics related experiences to students. We focus on leveraging cross-disciplinary collaboration to build robots and create connections between students and leaders in industry. This student-led robotics initiative is a natural response to industry growth in the technology sector.

UTRA aims to promote:

- Innovative thinking
- Problem solving
- Idea development
- Leadership

- Hands-on technical experience
- Teamwork
- Organizational skills
- Marketing skills
- Financial management skills

Additionally, UTRA will strive to be an open and accessible club to all students wishing to join. We aim to remove any and all barriers of entry and ensure that UTRA is a welcoming place for all those with a passion for robotics.

### III. Organization Structure

UTRA is open to any member of the University of Toronto community. All students, members of faculty, and alumni of the institution are welcome to become a member of UTRA. All UTRA members may become executives, may nominate others to become executives, may vote in elections, and may propose and vote on constitutional amendments. Non-U of T members can join UTRA, but do not hold the aforementioned rights.

UTRA is divided into two levels of membership – General Membership and the Executive Team. The latter shall be composed of an elected president and a team of appointed members as indicated in section V. Executive Team. The General Membership will be responsible for performing activities associated with the team. In addition to regular activities associated with the team, members of the Executive Team will perform administrative tasks. When required, as decided by the Executive, UTRA will request the support of a staff member to represent the Faculty of Applied Science and Engineering. This member will be given a position on the Executive Team.

### IV. General Membership

All interested persons wishing to join UTRA are required to complete the club application process. This process requires the applicant to complete the membership form requesting the following information: full name, mailing (optional: and permanent) address, telephone number, electronic mailing address, program of study/faculty and year. In addition, applicants are also asked to sign a waiver acknowledging the potential of injury in club activities, and discharging UTRA, Faculty of Applied Science and Engineering, and the University of Toronto of blame. The form is required to be completed each academic year by all members to ensure that an accurate profile of every member is kept. All information submitted will be kept strictly confidential.

### V. Executive Team

The Executive Team will be composed of the following positions:

#### A. Administrative

##### 1. President (1)

The President is responsible for overseeing the success of the team. A good

candidate for the President position is someone with strong communication, interpersonal and leadership skills. It is preferred that candidates have served as the exec member previously, have a well established robotics background, and are physically available during the regular work hours on campus.

- a) Work with faculty advisors, executive team and leadership team to move in strategic direction and achieve organizational goals
- b) Increase profile within professional faculties, public and private sector
- c) Track progress of individual projects, and ensure efficient teamwork and communication
- d) Ensure completion of transition reports, and end-of-year report
- e) Conduct end-of-year leadership team survey and membership survey
- f) Hold signing authority
- g) Time commitment: ~10 hours a week

## **2. VP Operations (VP Internal) (1)**

The VP of Operations is responsible for the team planning, and metrics and analytics of the teams. A good candidate for the VP Operations position is someone with strong communication, interpersonal and leadership skills. They will oversee team and project management between the UTRA Executive Team.

- a) Manage and coordinate bi-weekly executive meetings, receive progress and personnel updates from each project / team.
- b) Record, compile, and archive executive meeting minutes.
- c) Attend weekly/biweekly admin meetings with the president, and other VPs.
- d) Managing lab-space and garage with the help of project managers and their team members.
- e) Creating and maintaining UTRA's material and equipment inventory and ensuring efficient access for Project Managers with the help of project managers and their team members.
- f) Work with VP Communications and VP Partnership to bring technical support to the project managers.
- g) Working with the project managers to ensure a safe working environment and raising awareness about the hazards in the lab-space in possession of UTRA.
- h) Time commitment: ~10 hours a week

### **3. VP Partnerships (1)**

The VP of Partnerships is responsible for external connections, sponsorship and marketing in the UTRA team. A good candidate for the VP Partnerships position is someone with strong communication, interpersonal and leadership skills. They will delegate sponsorship requests among directors and coordinate between sub teams and directors. The candidate should also be familiar with and have a reasonable understanding of the responsibilities of directors.

- a) Oversee and assist the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- b) Reach out to faculty and experts in the robotics field for invitations to Robonars and speaker events
- c) Attend weekly/biweekly meetings with the president, and other VPs to discuss plans
- d) Organize outreach teams which will represent UTRA outside of the University to increase our profile in regards to external entities such as industry partners and robotics clubs from outside of University of Toronto.
- e) Time commitment: ~7 hours a week

### **4. VP Communications (1)**

The VP of Communications is responsible for communications and marketing efforts in the UTRA team. A good candidate for the VP Communications position is someone with strong communication, interpersonal and leadership skills.

- a) Regular updates to the website, social media, print media, and sponsoring other committees to gain team credit.
- b) Oversee and assist the communication between the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- c) Prepare communication channels between faculty and experts in the robotics field
- d) Attend weekly/biweekly meetings with the president, and other VPs to discuss plans
- e) Organize outreach teams which will represent UTRA on University related events, to increase our profile within the University.
- f) Time commitment: ~10 hours a week

## 5. Treasurer (1)

The Treasurer manages the incoming and outgoing finances in UTRA, including transactions from marketing, teams, and sponsorships. They will oversee financial reports and funding between the UTRA Executive Committees as well as the Project Managers.

- a) Bookkeeping of current UTRA's financial assets.
- b) Providing support for reimbursement of the executive members of UTRA.
- c) Handle the required documents and process related to the transfer of the assets secured by sponsorship and/or donated by entities within U of T.
- d) Oversee and assist the communication between the Sponsorship Committee to ensure sound budgeting from Industry and grants from Engineering faculties
- e) Time commitment: ~3 hours a week

## B. Directorships

In addition to administrative team members, directors and project managers will be appointed. These positions include:

### 1. Webmaster (1)

- a) Website - Update the main UTRA's website regularly through our website channel, ensures content is delivered thoroughly
- b) Time commitment: ~3 hours a week

### 2. Marketing and Social Media Director (2)

- a) Marketing - Creates marketing plans to get information out to people, on time. Works with website and social media to do so
- b) Social Media - Updates our social media channels, Twitter, Facebook, LinkedIn with content
- c) Time commitment: ~3 hours a week

### 3. Graphic Design Director (2)

- a) Graphic Design - Create beautiful posters, logos and other material requested from the individual subteams and for robonars, creates a standard template for faster promotion

- b) Promotional material requested by VP of communications and/or subteams
- c) Operational material (Robot information) from VP of Operations and/or subteams
- d) Partnership material - (Sponsorships, Logos) from VP of Partnerships
- e) Time commitment: ~3 hours a week (May vary from 0 - 5 during different time of school year)

#### **4. Sponsorship Director - General (2)**

- a) Sponsorship - Reaches out to different companies, gets information and tries to obtain sponsorships, get information to the website and social media director for sponsorships, works with business development and robonar director for informational seminars.
- b) Time commitment: ~3 hours a week

#### **5. Robonar Director (2)**

- a) Business Development - Works with sponsorship director to find and reach out to businesses personally and through telephone. Also makes alliances with other robot clubs and associations within the University of Toronto and from other Universities.
- b) Robonar Director - Makes weekly or biweekly robinar presentations where there is a speaker series and/or a demonstration of the robinars.
- c) Time commitment: ~6 hours a week

#### **6. Hackathon (UTRAHacks) Director (2)**

- a) Organizes and works with the UTRAHacks team to plan and execute UTRA's annual hackathon. A candidate will excel in this role if they have logistics, organizational, and logistical experience and are excited about robotics.
- b) Collaborates with other UTRA execs to organize competition rules, prizes, volunteers, sponsors, and keynote speakers/workshops during the hackathon.
- c) Time commitment: ~5 hours a week

## C. Project Managers

### 1. SUMO Project Manager (2)

- a) Holding weekly/biweekly workshops teaching the basics of robotics prevalent to building SUMO bots.
- b) Ordering inventory, bookkeeping, and keeping track of all SUMO team statuses
- c) Organizing preliminary qualifiers and a competition at the end of the semester
- d) Time commitment: ~10 hours a week

### 2. Robonars Project Manager (1)

- a) Hosting weekly/biweekly workshops, speakers, and seminars related to broader topics in robotics and engineering.
- b) Build relationships with UTRA Alumni, current members, industry partners, and other people that want to present, teach, or share their experiences in robotics.
- c) Time commitment: ~5 hours a week

### 3. ART (Autonomous Rover Team) Project Manager (2)

- a) Holding Weekly/Biweekly meeting
- b) Recruiting sub-leads and members for every team segment
- c) Plan scope of robot and guide the team to success
- d) Be prepared to participate in a competition by the end of the year
- e) Ordering parts, keeping track of budget, and facilitate communication between the entire team
- f) For more information, speak with the current ART leads
- g) Time commitment: ~10 hours a week

### 4. Light Combat Project Manager--2 teams (4)

- a) Holding Weekly/Biweekly meeting
- b) Recruiting sub-leads and members for every team segment
- c) Plan scope of robot and guide the team to success
- d) Be prepared to participate in a competition by the end of the year



- e) Ordering parts, keeping track of budget, and facilitate communication between the entire team
- f) For more information, speak with the current Light Combat leads
- g) Time commitment: ~8 hours a week

#### **5. PacBot Project Manager (2)**

- a) Holding Weekly/Biweekly meeting
- b) Recruiting sub-leads and members for every team segment
- c) Plan scope of robot and guide the team to success
- d) Be prepared to participate in a competition by the end of the year
- e) Ordering parts, keeping track of budget, and facilitate communication between the entire team
- f) For more information, speak with the current PacBot leads
- g) Time commitment: ~10 hours a week

#### **6. Humanoid (Robosoccer) Project Manager (2)**

The Humanoid (Robosoccer) PM is in charge of a student research team. A good candidate for the Humanoid PM is someone with strong communication, interpersonal, leadership and teaching skills as well as strong technical background and good understanding of different workflows across all of the Humanoid subteams. Given the complexities involved, the Humanoid PM must not only work towards improving the robots, but also work with the team leads to create learning opportunities and educate students about advanced relevant topics to Humanoid robotics.

- a) Holding weekly leads meetings.
- b) Working with the existing members and leads. Recruit when needed.
- c) Develop an adequate understanding of each sub division in order to direct them.
- d) Plan scope of improvement on the robot and guide the team to progress.
- e) Ordering parts, keeping track of budget, and facilitating communication between the entire team.
- f) Time commitment: ~15 hours a week

## VI. Robotics

Robotics is the central pillar of UTRA. The primary goal of UTRA is to share knowledge in the field of robotics. The secondary goal of UTRA is to design and construct a robot, completely by students, and compete in competitions. The group of students who make up UTRA are expected to complete a new and updated robot every academic school year to ensure a different machine will be available for competitions each year.

## VII. Finances

UTRA will hold at least one bank account in its name with one banking institution. The Treasurer and President will act as the signing officers at the banking institution. All of UTRA's financial transactions and affairs are to be handled in accordance with document [1.0 Finance Policy](#).

At the beginning of each academic year, the Executive Team will set a budget for each upcoming year. The finance committee will review the overall budget. All records of these accounts will be kept by UTRA and be available to all Corporate and University sponsors upon written request to the Executive Team.

All remaining funds at the end of the season will be forwarded to the next season as a surplus. In the event of a larger than expected surplus, the Executive Team has the right to call a General meeting to discuss the disbursement of the funds.

## VIII. Meetings and Events

UTRA will provide two avenues of involvement to its members through meetings and events.

### A. Meetings

Meetings will either be for Executive Members in the form of an Executive Meetings or for all members as a General Meeting.

Executive Meetings must occur on a monthly basis. All Executive Members are expected to be present to at least half of all Executive Meetings in a semester. Any decision made by voting must have 50% +1 executives present at the meeting to be deemed valid.

General Meetings are to be held at least once a semester. In each of the Fall and Winter terms, there is to be a minimum of one General Meetings, open to all members. The executive team may call for a general meeting if consented by a majority of the executive members.

All committees of UTRA will meet on a regular basis as determined by the associated Director. There is to be a minimum of four committee meetings in each of the Fall and Winter terms for each individual committee.

### B. Events

The Executive Team and General Members of UTRA will host monthly organized activities for all Members. Events will consist of an array of seminars, speakers,

interactive workshops, discussion panels, and social events.

## IX. Election

UTRA elections will only be required for the position of president.

Each executive member is assigned to their position in one year terms. Non-graduating executive members will be given the opportunity to re-run their post in office again if they would like. If a position is not filled, the remaining executive team may vote to keep the position vacant until the next academic year; or fill it with a member of their choice until the next academic year. A notification of the election process and available executive positions must be sent out to all members of UTRA two weeks prior to the day of the election.

At the end of the winter semester, general members wishing to apply for any available position on the executive team must complete an application form. This form will request the following information: full name, program, year of study, executive position(s) running for, and why they would best serve UTRA in their chosen executive position. This information will be provided to the new administrative team with the assistance of the incumbent executive team. Any UTRA member is eligible to run for office or apply to join the executive team, and it is preferred to have a candidate with sufficient knowledge in the area of robotics, and have played an active role in the team prior to the election and application process.

UTRA elections will commence by the President reading the candidate list at the Annual General Meeting. All nominees will then be allocated a maximum of 5 minutes to present a speech if desired. At this point of the meeting, all eligible executive and general members present will participate in a secret ballot vote to elect a nominee into each available elected executive position. The incumbent president will put his/her ballot in a sealed envelope. In the event of a tie, the incumbent President's ballot will be opened and break the tie.

The candidate with the most votes shall be elected to the position, Non-U of T members may not nominate or vote in elections. Eligible general members cannot vote by proxy.

## X. Termination of Executives or General Members

In the event that an Executive Member or General Member:

1. Fails to adhere to his/her assigned responsibilities;
2. Commit an act negatively affecting the interest of the club and its members, including but not limited to, non-disclosure of a significant or continuing conflict of interest, harassment, unprofessional communication.
3. The remaining members of the Executive Team may remove the offending Member. This would require a two-thirds majority vote from the current executives in an executive team meeting in favor of the removal. The member will then have the right to an appeal in a general meeting, where the majority vote of the general membership will have the final say on the matter.

The removed member will lose any privileges associated with being a member of the club.

## XI. Constitutional Amendments

Any General or Executive Member of the Association has the right to propose constitutional amendments. The suggested alteration will be placed on the table for discussion at a general member meeting. If the members of the Executive cannot come to a unanimous decision the proposed amendment will not be enacted until the general member referendum. All constitutional amendments must be ratified by a majority vote of the general membership prior to enactment.

### Terminology

All references to the club or team refer to the University of Toronto Robotics Association.

EngSoc shall refer to the University of Toronto Engineering Society.

### Versions

Original: Krystal Godri (Aug 2002)

Revised: Ramy Ghattas (Sept 2008)

Revised: Arian Omidzohour (Sept 2009)

Revised: Wilson Tan (August 2011)

Revised: Zimo Li (Nov 2012)

Revised: Daniel Mirmilshiteyn (July 2013)

Revised: Adam Chan (September 2014)

Revised: Minjong Kim (September 2014)

Revised: Crystal Liu, Syed Kamran, Khaled Khalil and Larry Kei (March 2019)

Revised: Michael Ruan (February 2020)

Revised: Sarah Khan (September 2021)

Revised: Spencer Teetaert (July 2022)