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# ***FIRST* at Michigan State Constitution**

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Article I. Purpose, Aims, and Functions of the Organization .....	2
Article II. Membership Requirements and Limitations .....	2
Article III. Organizational Structure .....	3
Article IV. Advisors .....	4
Article V. Meetings .....	4
Article VI. Code of Conduct.....	5
Article VII. Removal of Membership and Officers .....	7
Article VIII. Amendments.....	7
Article IX. Statement of Compliance .....	8

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## Article I. Purpose, Aims, and Functions of the Organization

### Section 1.01 Name and Purpose

The name of this organization shall be the *FIRST* at Michigan State (FMS). Our purpose is to serve, inspire, and help grow the *FIRST* community throughout Michigan.

### Section 1.02 Mission Statement

The mission of FMS is to inspire K-12 students to pursue STEM, business, and community outreach opportunities; to support Michigan State *FIRST* mentors and volunteers; and to develop a professional network of *FIRST* supporters at Michigan State University.

### Section 1.03 *First* Relationship, Group Affiliations, And Related Goals

FMS will act as a liaison between local *FIRST* teams, Michigan State University, and any other organizations that are affiliated with either of the previously stated organizations. FMS aims to support the *FIRST* teams with funds, volunteers, University resources, and publicity, with the ultimate goal of strengthening the relationship between Michigan State University and *FIRST* programs.

### Section 1.04 Collegiate Network and Related Goals

FMS will act as a collegiate network for both *FIRST* Alumni and Michigan State University students who volunteer with and support *FIRST* teams. The organization aims to provide professional development opportunities including, but not limited to, resume critiquing, mock interviews, and corporate recruiting events.

## Article II. Membership Requirements and Limitations

### Section 2.01 Non-Discrimination Policy

*FIRST* at Michigan State, as an equal opportunity/affirmative action organization, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. FMS is committed to a policy of equal opportunity for all persons and will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

### Section 2.02 Student Status

Any member must be a full or part time student at Michigan State University. Membership will not be restricted to degree program or to any college, therefore any student of Michigan State University is welcome to participate. FMS will actively seek involvement from all Colleges across the University. Only Michigan State University students may be officers and/or voting members.

### Section 2.03 *FIRST* Status

Members should meet the requirements of at least one of the following in order to join:

- (a) Alumnus of a *FIRST* program
- (b) Current or prospective mentor on any *FIRST* team
- (c) Current or prospective volunteer at any *FIRST* event
- (d) Expresses interest in supporting area *FIRST* teams either directly or indirectly

## Section 2.04 Joining the Organization

Interested individuals may join the organization by attending a meeting and requesting the Secretary to add them to the email list. In order to join, the interested individual must choose a committee to be a part of (listed under Section 3.02) or become a FMS mentor for a *FIRST* team or a FMS volunteer for events. They must notify the Secretary of their choice of involvement. If the new member would like to be a FMS mentor or a FMS volunteer, then they must adhere to any necessary certification processes before they can obtain that title. To be considered active, the individual must meet the requirements outlined in Section 2.05.

## Section 2.05 Active Membership

Active Membership shall be defined as members fulfilling their assigned responsibilities, actively participating in General Body Meetings (GBMs) and committee meetings if applicable and attending three meetings in a given semester. If for some reason a member cannot make it to a particular GBM or committee meeting, then they should inform the Secretary (for GBMs) or the director of their committee (for committee meetings).

## Section 2.06 Voluntary Membership Removal

A member may voluntarily withdraw from the organization by notifying the Secretary of their desire to discontinue membership of FMS. Financial obligations previously paid to and owed by the organization will not be refunded.

# Article III. Organizational Structure

## Section 3.01 Term of Office

Each officer listed in Section 3.02 will hold their position for the duration of one academic year until the annual elections. As for committee members may hold their position for no shorter than one semester term but can remain in that committee for as long as they choose.

## Section 3.02 FMS Leadership and Responsibilities

- (a) President - Oversees strategy of FMS; creates agendas for meetings and emails them out to the organization; schedules and presides over General Body meetings; responsible for maintaining contact with *FIRST* Headquarters and abiding by *FIRST* protocols; responsible for the fulfillment of all organizational operations.
- (b) Secretary - Takes attendance and minutes at General Body Meetings; maintains/updates organization calendar; maintains all email and active member lists; keeps President aware of upcoming paperwork deadlines and puts those deadlines on the FMS calendar; responsible for scheduling rooms for meetings.
- (c) Treasurer - Responsible for handling any financial accounts; responsible for ensuring that FMS is stable financially; manages any goals FMS is seeking out involving finances, including 501(c)(3) registration.
- (d) Director of Mentoring - Responsible for managing all members participating in mentorship with a *FIRST* team through FMS; responsible for interfacing with *FIRST* teams seeking mentors.
- (e) Director of Corporate Outreach - Responsible for interfacing with and managing corporate relationships and seeking funding from businesses; responsible for organizing and creating opportunities for members to attend events being held by corporate contacts for FMS; maintains relationships with FMS alumni.

- (f) Director of Campus Outreach - Responsible for maintaining social media accounts and editorial on the FMS website; responsible for creating materials and opportunities for advertising FMS and its events both on campus and at supported *FIRST* events; responsible for organizing social events for members; responsible for assisting in recruiting new members; responsible for maintaining and creating any FMS branding materials like logos and ensures that they are being used appropriately; designs FMS apparel.
- (g) Director of Event Planning - Responsible for organizing and overseeing on-campus events for *FIRST* Teams such as annual FTC and FRC Kickoff events, Robot Quick Build and/or any other events as decided by the leadership team. Works with treasurer and campus outreach director to raise funds for events to be held and raise awareness about *FIRST* on campus.
- (h) Volunteer Coordinator - Responsible for organizing volunteering opportunities with *FIRST* and other organizations. Maintains relationships with volunteer coordinators at local events. Responsible for determining logistics and transportation to and from events officially being volunteered at by FMS.

## Article IV. Advisors

### Section 4.01 Faculty Advisor

The faculty advisor shall serve on an indefinite term unless otherwise specified by them. If the current faculty advisor wishes to step down, FMS's current officers will conduct a search for a new advisor. This may include gauging the interest of FMS members, recommendations by former faculty advisors, and/or recommendations from College administration. The current FMS officers will select a new faculty advisor from those faculty who have expressed interest in the position.

## Article V. Meetings

### Section 5.01 General Body Meetings

General Body Meetings shall occur on a biweekly (every other week) basis throughout the academic school year. The President will schedule all meetings and will have the discretion to choose not to meet during any particular week.

### Section 5.02 Individual Committee Meetings

Each Committee will meet at the discretion of its director or when deemed necessary by the President. Committee meetings will have notice of at least seven business days to the secretary to allow for room booking, and at least 5 business days of notice to the members of the committee.

### Section 5.03 Leadership Meetings

Leadership Meetings shall occur on a biweekly (every other week) basis throughout the entire year, including academic breaks. The President will schedule all meetings and will have the discretion to choose not to meet during any particular week. These meetings will typically occur on weeks where there is not a General Body Meeting.

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## Article VI. Code of Conduct

### Section 6.01 Expectations

All members and representatives are held up to a high standard of behavior and gracious professionalism in any setting in which they represent *FIRST* or FMS. These settings include, but are not limited to, volunteering at *FIRST* or FMS events, mentoring teams on behalf of FMS, or in any setting when wearing FMS-related attire. They are expected to adhere to the following code of conduct under all of the aforementioned circumstances.

### Section 6.02 Drug and Alcohol Use

- (a) Members of FMS will not be in possession of drugs, alcohol, or any other illegal substances while representing FMS or *FIRST*. This includes both medical and recreational substances.
  - (i) *Those found to be in violation will be issued a warning and asked to leave the event at which they violated the rules. If repeated, they will face suspension pending investigation. If the individual in question repeats this behavior following their suspension, their status within the organization will be placed under review. At this time, the leadership committee has the right to expel them from the organization.*
- (b) Members of FMS will not indulge in drugs, alcohol, or any other illegal substances while representing FMS or *FIRST*. This includes both medical and recreational substances, as well as vaping.
  - (i) *Those found to be in violation will be issued a warning and be asked to leave the event at which they violated the rules. If repeated, they will face suspension pending investigation. If the individual in question repeats this behavior following their suspension, their status within the organization will be placed under review. At this time, the leadership committee has the right to expel them from the organization.*
- (c) Members of FMS will not be under the influence of drugs, alcohol, or any other illegal substances while representing FMS or *FIRST*. This includes both medical and recreational substances.
  - (i) *Those found to be in violation will be issued a warning and asked to leave the event at which they violated the rules. Following the event, they shall meet with the leadership committee for a decision on a case-by-case basis, not to exceed expulsion.*

### Section 6.03 Violence

- (a) Members of FMS will not engage in physically violent behavior while representing FMS or *FIRST*. Physically violent behavior includes, but is not limited to, physical force intended to hurt, damage, disable, or kill someone or something. This applies to all members of FMS directed at anyone for the full term of their representation of the organization. Acts of physical violence **do not** need to take place while an individual is representing FMS for the leadership committee to make a judgement on that individual's further connection with the organization.
  - (i) *Those found to be in violation will be issued a warning and asked to leave the event at which they violated the rules. Following the event, they shall meet with the leadership committee for a decision on a case-by-case basis, not to exceed expulsion.*
- (b) Members of FMS will not engage in verbally violent behavior while representing FMS or *FIRST*. Towards Verbally violent behavior includes, but is not limited to, racial, sexist, homophobic or classist slurs, threats of bodily harm, or aggressive rhetoric.
  - (i) *Those found to be in violation will be issued a warning and asked to leave the event at which they violated the rules. Following the event, they shall meet with the leadership committee for a decision on a case-by-case basis, not to exceed expulsion.*

## Section 6.04 Theft and Destruction of Property

- (a) Members of FMS will not engage in intentional theft while representing FMS in any capacity, i.e. volunteering at FMS events, mentoring a team through FMS, or while displaying FMS affiliation. This applies to all thefts valuing at \$20 or more. Additionally, members of FMS will not intentionally damage property belonging to FMS, the teams affiliated with the organization, or *FIRST*.
  - (i) *Those found to be in violation will be suspended while under investigation. They shall meet with the leadership committee for a decision on a case-by-case basis. The FMS leadership committee reserves the right to turn any individuals over to the police, if they deem it necessary.*

## Section 6.05 Sexual Misconduct

- (a) Members of FMS will not engage in any type of sexual misconduct. This includes, but is not limited to, sexual assault or harassment of any individual, any sexual advances or a relationship of a sexual nature with a student on a team they mentor, or sexual acts of any kind while representing FMS. Acts of sexual misconduct **do not** need to take place while an individual is representing FMS for the leadership committee to make a judgement on that individual's further connection with the organization.
  - (i) *Those found to be in violation will be suspended while under investigation. They shall meet with the leadership committee for a decision on a case-by-case basis. The FMS leadership committee reserves the right to turn any individuals over to the police, if they deem it necessary.*

## Section 6.06 Professional Behavior

- (a) Members of FMS are expected to behave professionally when representing *FIRST* or FMS in any capacity. Professional behavior is determined at the discretion of FMS or *FIRST* leadership present when the incident occurs.
  - (i) *Those found to be in violation will be given a warning by any member of the FMS leadership team. If behavior persists, individuals will be asked to leave the event. Following the event, they shall meet with the leadership team for a decision on a case-by-case basis, not to exceed expulsion.*

## Section 6.07 Leadership Expectations

- (a) Any member of the leadership team found to be in violation of any of these rules will be immediately removed from their leadership position, without question, in addition to any other punishment that is set forth.

## Section 6.08 Consequences and Appeals

- (a) The leadership committee of FMS has final say on all violations and consequences. Any decisions made by the leadership committee can be appealed with fourteen days of the decision through a written letter of appeal sent to the FMS president. The individual in question has the right to an appeal hearing.

## Section 6.09 Definitions

- (a) Suspension: A temporary prohibition from participation in or affiliation with FMS events. The leadership committee has the right to dictate the terms of suspension and can place or revoke a suspension at any time with a 2/3rds vote of the active leadership body.
- (b) Expulsion: An official expulsion from FMS, barring any future *FIRST* participation through FMS or participation in or affiliation with FMS events. The leadership committee has the right to dictate the terms of expulsion and can place or revoke an expulsion as described in Article VII
  - (i) *Note: Expulsion, as used in this document, is not the same as expulsion from Michigan State University*

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## Article VII. Removal of Membership and Officers

### Section 7.01 Removal of Officers

Any officer of FMS in violations of FMS's purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article III, may be removed from office by the following process:

- (a) A written request by at least three members of FMS or confirmable violation of the FMS Code of Conduct.
- (b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- (c) A two-thirds (2/3rds) majority vote of eligible voting members is necessary to remove the officer.

### Section 7.02 Removal of An Active Member

Any member of FMS in violation of FMS's purpose, constitution, or who fails to meet the membership requirements as outlined in Article II, may have their privileges as a member revoked through the following process:

- (a) A written request by at least three members of the organization must be sent to the President and the Faculty Advisor confirmable violation of the FMS Code of Conduct.
- (b) Written notification to the member in question, asking the member to be present at the next GBM and prepared to speak.
- (c) A unanimous decision by the Officers in consultation with the Faculty Advisor, to remove the member from the organization.
- (d) If the member would like to appeal the decision, they may do so at the next general body meeting with at least 3 business days' notice given to the leadership team.

### Section 7.03 Mentorship Position Cancellation

A FMS Mentor can lose their FMS affiliation and associated benefits for supporting a *FIRST* team if one of the following applies:

- (a) They are deemed ineffective by their *FIRST* team coordinator
- (b) A majority of the FMS Leadership agree that this should occur
- (c) They violate the FMS Code of Conduct

## Article VIII. Amendments

### Section 8.01 Amendment Proposals

This constitution is binding to all members of FMS, but it is not binding unto itself. Amendments to the constitution may be proposed in writing by any active member of FMS at any meeting at which quorum is met. The amendments shall be read in their entirety before being placed on the agenda for the next General Body Meeting and voted on at that time.

### Section 8.02 Amendment Voting

Proposed amendments will become effective immediately following approval of two-thirds vote of all eligible voting members.

### Section 8.03 Ratification

This constitution must be ratified by two-thirds of all eligible voting members to take effect and shall be reviewed every 3 years.

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## **Article IX. Statement of Compliance**

### Section 9.01 Statement

FMS has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.