

**Robotic Graduate Student Organization (RoboGrads)
at UC San Diego Constitution – 2024-2025 Academic Year**

Article I. Name of Student Organization

- The organization shall be called Robotic Graduate Student Organization (RoboGrads) at UC San Diego, referred to as RoboGrads.

Article II. Statement of Purpose

- RoboGrads is a graduate student organization affiliated with the Contextual Robotics Institute (CRI) at UC San Diego. As an organization, we connect graduate students through academic, professional, and social events to foster a stronger and more inclusive robotics community at UC San Diego. In doing so, we develop relationships amongst both graduate and undergraduate students that promote interdisciplinary research collaborations, provide opportunities for learning and sharing robotic knowledge, and address the needs of the robotics community.

Article III. Nonprofit Statement

- RoboGrads at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

- Any current graduate student of the University of California, San Diego will be eligible to join the organization as an active member by (1) joining the official mailing list or official social media group and (2) attending at least one RoboGrads event per year.
- The requirements to be eligible for membership of RoboGrads are:
 - Any registered graduate student of the University of California, San Diego involved or interested in robotics and/or the various disciplines related to it, may be eligible to be a RoboGrads member.

Article V. Frequency of Organization Meetings

- RoboGrads will hold a general body meeting at least once a quarter as well as a general chairs meeting, excluding summer terms.
- Attendance will be taken by the chairs at each general body meeting. Minutes are to be taken at each chair meeting and when deemed necessary for general body meetings.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

- The RoboGrads Board of Offices, referred to as RoboGrads Chair, shall be composed only of registered UC San Diego graduate students in fields closely related to robotics such as, but not limited to: Computer Science, Electrical Engineering, Bioengineering, Mechanical and Aerospace Engineering. The officers will be a council for equal distribution of organization responsibilities.
- Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers. Any active member of the organization can be nominated or self nominated, for a position. The RoboGrads Chair and active members shall nominate and

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elect these officers annually at a time deemed fit close to the end of the Spring quarter, or as needed.

- A transition meeting between the former RoboGrads Chair and new RoboGrads Chair will be held after the elections. Elected officers will assume their position at the next official meeting following their official officer acceptance, or as needed.
- RoboChairs shall consist of the following positions and responsibilities.
- President
 - The president is the executive officer of the executive board, has general supervision of the affairs of RoboGrads, and presides at meetings. Also, they liaison with academic persons to engage RoboGrads with various departments on UC San Diego campus. The president works to ensure the success of the organization's efforts and increase awareness of the group. Lastly, the president works with the board to evaluate and report the status of RoboGrads past year to the new RoboGrads chair at the transition meeting.
- Vice President
 - The vice president (VP) is responsible for overseeing the RoboGrads Chair and working side-by-side with them to accomplish goals for the academic school year. The VP is also responsible for organizing seminars (e.g., scheduling speakers, booking rooms, arranging parking), as well as ensuring relevant seminars, defenses, and events are disseminated to the robotic community.
- Secretary
 - The Secretary is responsible for taking and publishing RoboGrad's meeting minutes to the board, maintaining the official list of RoboGrads members and communication between the RoboGrads Chair and members. This includes maintaining communications with the RoboGrads community through the webpage and social media. Lastly, the Secretary helps keep and maintain an archive of theses, dissertations, and other relevant materials useful for the robotic community.
- Treasurer
 - The Treasurer maintains records of all revenue and expenditures and ensures that generally accepted accounting practices and monetary controls are in place. The Treasurer interacts with accountants and administrators at UC San Diego to ensure that all purchases and reimbursements are handled in a timely fashion. The Treasurer may recruit and manage a committee as necessary for the completion of their duties. Also, the Treasurer orders food for the seminars, social events, etc.
- Outreach Chair
 - The Public Outreach Chair is responsible for educating and working with other organizations on campus, as well as the local community in the greater San Diego metropolitan area about robotics at UC San Diego. Also, they are responsible for connecting with companies for fundraising, scheduling tours, and recruiting speakers for outreach events. The Outreach Chair is also responsible for recruiting and managing his or her committee.
- Social Events Chair

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- The Social Event Chair is responsible for organizing regular social events to create and maintain a community of graduate students at UC San Diego. They also work closely with the Academic events chair to support upcoming events.
- Academic Events Chair
 - The Academic Event Chair is responsible for organizing academic events that share robotic knowledge and/or help to edify the community of graduate students at UC San Diego. They also work closely with the Social events chair to support upcoming events.
- The RoboGrads Chairs shall as a whole work to ensure the success of RoboGrads events and towards creating a more connected, inclusive, and professionally & academically rich robotic community. In accordance with this goal the Chairs shall also:
 - Be in good academic standing at the University of California, San Diego.
 - Maintain transparency and an open communication with all general body members.

Article VII. Risk Management

- RoboGrads at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
- In the event of a medical emergency, Campus Health Services or emergency services will be called as appropriate.
- RoboGrads at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Article VIII Community Advisor.

- RoboGrads maintains an annual community advisor with the directory of CRI. This role is maintained until a new director is appointed. Upon which a new advisor will be selected based on the current RoboChairs discretion. The advisor acts as an experienced voice to provide insight and ideas towards furthering RoboGrads goals. The advisor also acts as additional liaison between RoboGrads and other campus faculty.

Article IX. Financial Management

- RoboGrads finances are managed by the organization's treasurer, and generally overseen by the rest of the RoboChairs. RoboChairs finances its activities through departmental support from CRI. In the event that CRI financial support is not present or insufficient, RoboChairs will seek support from industry partners, grants, other UC San Diego departments (CSE, Jacob's school of engineering, etc.), and other such means of support. RoboGrads do not submit a budget to G.S.A. on a quarterly basis, but where appropriate will work with G.S.A to secure financial support for events that more widely serve the campus graduate student robotic community.