

AURA AGM Minutes

6:30PM 18/10/2011

4.501

Present: Jack Wright, Michele Lee, Giselle Keenleyside, Thomas Paulin, Zenon Calaco, Eu-Lee Teh, Hamish Chan, Almo Wong, Vincent Ardern, Shivank Dubey, Priya Mittal, Hammond Pearce, Tim Fanselow, Tom Strowger, Ryan Kurte, Yan Liu, Nicholas Lim, Previn Nair, Nathan Allen, Cameron Edwards, Chris Stanton, Andrew Chen, Nick Mabey, Oliver Wilson

Observers: Abigail Birkin-Hall, Catalina Rivas, Adeel Malik

Meeting opened at 6:27pm

1. Motion to accept the minutes of the previous AGM (7/01/2011) without correction.
Andrew Chen, seconded by Ryan Kurte

2. Treasurer's Report (Appendix A)
Motion to accept the Treasurer's Report without correction.
Andrew Chen, seconded by Chris Stanton

3. Executive Reports (Appendix B)
Chairperson's Report
Motion to accept the Chairperson's Report without correction.
Chris Stanton, seconded by Vincent Ardern

4. Proposed Executive Structure for 2011 - 2012
- Chairperson, Treasurer, Competition Officer, Fundraising Officer, Mentoring Officer, with a Vice-Chairperson to be elected from the other non-chairperson roles at first exec meeting.
ERT and MRT leaders to operate separate from the exec, providing reports for each meeting.
Motion to accept the proposed executive structure.
Andrew Chen, seconded by Chris Stanton
Passed 19 - 2

5. Constitutional Amendments (Amended Constitution, Appendix C)
Aims - E) Develop a foundation for research in robotics related fields at an undergraduate level
Andrew Chen, seconded by Vincent Ardern
Unanimously accepted.

6e) The quorum for a General Meeting shall be one quarter or twenty of the members of the Club, whichever is lower, and any business transacted while the meeting is inquorate shall be null and void.

Andrew Chen, seconded by Yan Liu
20 - 0, 1 abstention

1c) Any member that joins in the month of December will have their membership fee waived for that year.

Andrew Chen, seconded by Chris Stanton
20 - 0, 1 abstention

3a) The Officers of the Club shall consist of a Chairperson, a Treasurer, and other elected office holders; collectively to be known as the Executive of the Club.
Andrew Chen, seconded by Chris Stanton
Unanimously accepted.

Replace all other references to a "Vice-Chairperson" with "Chairperson"
Andrew Chen, seconded Vincent Ardern
Unanimously accepted.

Membership Fee: \$20 for half a year, half way point defined as first day of Semester 2 classes.
Andrew Chen, seconded by Cameron Edwards
Unanimously accepted.

6. Nominations for Elections

Chairperson: Andrew, nominated by Cameron, seconded by Vincent
Treasurer: Vincent, nominated by Andrew, seconded by Scott
Competition Officer: Cameron, nominated by Vincent, seconded by Andrew
Fundraising Officer: Michele, nominated by Andrew, seconded by Vincent
Mentoring Officer: Matt (in absentia), nominated by Andrew, seconded by Cameron

ERT Leader: Hammond, nominated by Nick M, seconded by Scott
Tim, nominated by Vincent, seconded by Andrew
MRT Leader: Previn, nominated by Chris, seconded by Cameron

7. Election of Executive Committee

Vincent Ardern appointed as scrutineer
Andrew Chen, seconded by Ryan Kurte
Unanimously accepted.

Chairperson: Andrew, unanimously accepted.
Treasurer: Vincent, unanimously accepted.
Competition Officer: Cameron, unanimously accepted.
Fundraising Officer: Michele, unanimously accepted.
Mentoring Officer: Matt, unanimously accepted.

ERT Leader: Tim, 14 votes for, elected
Hammond, 3 votes for.
MRT Leader: Previn, unanimously accepted.

Meeting closed 7:15pm.

Appendix A – Financial Report

Income Statement

Auckland University Robotics Association, Income Statement for the Year Ended 31 December 2011

Nb: This report only covers the months until		16/10/11	
		\$	\$
Income			
	Membership Fees	1,040	
	Worlds Donation	77	
	Sundry	239	
	Total Income		1,356
Expenses			
	Parts	267	
	Vex Registration	131	
	Tools	445	
	T-shirts	121	
	Administration Costs	246	
	Total Expenses		<u>1,211</u>
Net Surplus			<u>145</u>

Balance Sheet

Auckland University Robotics Association Balance Sheet as at 16-10-2011

Nb: This report only covers the months until		16-Oct-11	
		\$	\$
Assets			
	Bank	393	
Liabilities			
	Accrued Expenses	248	
Net Assets			<u>145</u>
Equity			
	Retained Surplus		0
	Surplus for the year		<u>145</u>
Total Equity			<u>145</u>

Appendix B - Chairperson's Report

AURA has had a very strong first 10 months. Starting with our inception in January with about 20 members, we started a club with the aim of creating a team for the Vex Robotics Competition at the University of Auckland. With a number of veterans with high school experience in the competition and a couple of new faces, we worked through several months of hard work to get to the World Championships in Orlando, Florida. We had a great success at our first major competition, being ranked second after qualifications, being nominated for a number of top awards, and bringing home the Judges' award. We also had a great trip with our team members, spending time in Orlando and San Francisco.

On our return, we set up our mentoring programme, which now features seven schools from the Auckland region. Our members have volunteered at official and informal Kiwibots scrimmages throughout the last couple of months, keeping the competition running and providing valuable training opportunities for high school students. We have also appeared at numerous publicity events, including the Rotary Science Forum and the University of Auckland Careers and Courses Day, which have allowed us to show off our robots and encourage more students to get into science and engineering. We also ran a recruitment drive to bring in some new members, and ran a series of workshops to provide first-hand experience for new members. Our club has now expanded to 50 students, of which at least half have encountered Vex for the first time this year. We have also continued to remain an open organisation that encourages students from all backgrounds to join, and we have a number of members who are not studying Engineering contributing to the team.

We have formed an electronics research team and a mechanics research team to further develop new experimental projects that could become part of our competition robots, with the eventual goal of contributing towards research papers and postgraduate research. Additionally, we have been designing and building our own robots to compete in both the World Cup and World Championships for Gateway. We achieved a very credible third placing at the World Cup last week, exceeding our own expectations, and are now looking to improve upon last season's result at the World Championships. Finally, throughout the year we have acted as a social organisation for our members as well, from sharing meals together on late build nights to Laserforce and LAN nights.

Coming up, we are preparing for competition at the World Championships, as well as preparing our mentored teams to compete at scrimmages, qualify at Nationals, and succeed at World Champs. Initial planning has started for a trip to take approximately 16 students to the US for the competition. We are hosting our first high school scrimmage at the University of Auckland on December the 10th, which promises to be an exciting day of both competition and fun. We have made the first steps in our humanoid robot project, with initial CAD work and negotiations with faculty staff members. There is a project over the summer to develop an assignment which integrates Vex Robotics into the MECHENG 223 course. The electronics and mechanics research teams will be producing tangible results that will be implemented on our competition robots. We will also be continuing our current PR efforts, and hopefully securing some sponsorship to see us through to World Champs in April 2012.

We did a lot of work in our first year, setting up a team structure that will last. We have been through three sets of negotiations with the Electrical and Computer Engineering Department for funds to purchase robotics parts, which have been successful and we are grateful to the

department for supporting our organisation. We have a strong presence online, with our website, our photo and video sharing systems, our numerous communication channels, and actively posting on vex forums, which has also contributed to our international reputation as a strong robotics team. We have done some initial fundraising work, and starting building relationships with companies so that we can get funding for parts and trips in the future. I feel that we have set up a very strong foundation for future years, and we are in a very good position to compete well and further support the growth of engineering and robotics. I'd like to thank all of our members for all their contributions to the team; without our team members, our club is nothing, but drawing from a wide variety of skills and experience has led us much further than I had ever expected when we first started this club back in January. I sincerely hope that we will be able to see this club continue to exceed expectations well into the future.

Appendix C – Amended Constitution

Auckland University Robotics Association

Constitution

This constitution was voted into effect January 5, 2011.

The constitution was last amended October 18, 2011.

AIMS OF THE CLUB

- A) *Provide a mechanism for competitive robotics at the University of Auckland*
- B) *Encourage students from all faculties to participate in robotics-related activities*
- C) *To act as a social organisation for like minded robotics enthusiasts.*
- D) *Support high school robotics teams through mentoring programs and hosting competitions.*
- E) *Develop a foundation for research in robotics related fields at an undergraduate level.*

1. MEMBERSHIP

- a. Membership of the Club shall be open to all University of Auckland Students who pay the Club membership fee, and any non-student individuals at the discretion of the AURA executive.
- b. The annual membership fee that is payable by each member shall be ratified at the Club's preceeding AGM.
- c. Any member that joins in the month of December will have their membership fee waived for that year.

2. CESSATION OF MEMBERSHIP

- a. All financial memberships shall lapse at the end of the financial year, 31 December.
- b. Any member may cease his/her membership by writing to the Chairperson of the Club.
- c. All members must give or be given two weeks notice prior to cessation of membership.
- d. A member may be expelled from the Club by the Executive of the Club if s/he contravenes the rules of the Club.
- e. Cessation of membership does not relieve a member from liability incurred prior to him/her ceasing to be a member.

3. OFFICERS AND EXECUTIVE

- a. The Officers of the Club shall consist of a Chairperson, a Treasurer, and other elected office holders; collectively to be known as the Executive of the Club.
- b. The Executive shall be comprised of no less than 3 Office Holders and no more than 10 members.
- c. The Executive has full powers to deal with matters relating to the aims and objects of the Club except where control is vested in a General Meeting as outlined in this Constitution.
- d. Executive members may be designated areas of responsibility by the Executive as a whole.
- e. The Executive may appoint additional Executive members as the need arises.
- f. The Executive may prepare rules on Club matters, and impose penalties for failure to comply with these rules. These rules and penalties shall be binding on members of the Club.
- g. All members of the Executive must give two weeks notice prior to resignation of a position.

4. EXECUTIVE MEETINGS

- a. The Executive shall meet as it deems necessary. Any two members of the Executive may call a meeting.
- b. In the absence of the Chairperson a member of the Executive shall be appointed to Chair the meeting.
- c. The quorum for a Executive meeting shall be one more than half the total number of Executive members.
- d. Any business that is conducted at an inquorate meeting shall be null and void.
- e. Reasonable notice of all Executive meetings shall be given to all members of the Executive and the members who call the meeting will make every reasonable attempt to contact others in the Executive to confirm the meeting time and location.
- f. The Executive may grant any person the right to speak, but not to vote at a Executive meeting.
- g. Minutes shall be kept as a true and accurate account of all Executive and general meetings.
- h. All motions made at meetings must be passed by at least one more than half the total number of executive members present at the meeting.
- i. In the event of a tied vote, the chairperson will exercise a casting vote in addition to his/her deliberative vote.

5. ELECTION OF OFFICE HOLDERS AND EXECUTIVE MEMBERS

- a. Elections shall occur at the Annual General Meeting of the Club, or at a Special General Meeting called for that purpose. If a casual vacancy occurs on the Executive, the Executive may appoint a member of the Club to fill the vacancy until it is possible to hold an election at a General Meeting.
- b. The procedure for Elections at a General Meeting shall be as follows:
 - I. Every candidate shall be nominated and seconded at the meeting. Nominations may be received by the Chairperson before the meeting; these are to be signed by the candidate, the nominator and the seconder.
 - II. No person may be nominated for a position against his/her will.
 - III. If there are no more candidates for a position than there are vacant positions, scrutineers shall be appointed and a secret ballot held.

- IV. The candidate receiving the most votes shall be declared elected to the position. In the event of a tied vote a second ballot shall be held. If the votes are still equal, the Chairperson shall exercise a casting vote in addition to her/his deliberative vote.

6. GENERAL MEETINGS

- a. At a General Meeting of the Club any paid up member has the power of voting, moving and seconding.
- b. Every paid up member of the Club shall have one vote on any motion at a General Meeting, but only if they are present when the vote is taken, with the exception of executive elections where proxy votes will be accepted.
- c. Except for Election voting, voting at a General Meeting shall normally be made by a show of hands.
- d. At any General Meeting, if a motion requesting a secret ballot is passed by a two thirds majority, a secret ballot shall be held.
- e. The quorum for a General Meeting shall be one quarter or twenty of the members of the Club, whichever is lower, and any business transacted while the meeting is inquorate shall be null and void.
- f. **Annual General Meetings (AGM)**
 - I. The AGM shall be held anytime before the end of the second semester.
 - II. The Chairperson shall endeavour to notify all paid up members of the AGM at least 14 days before the meeting.
 - III. The AGM shall receive an account of the previous year from the Treasurer along with his/her Annual Report.
 - IV. The AGM shall elect its Office holders and Executive members for the proceeding year.
 - V. At an AGM a motion may be put verbally and resolved by the meeting, except for executive nominations and where notice of motion is required by this Constitution (ie. for a Constitutional amendment or to dissolve the Club), which must be received at least three days before the meeting.
- g. **Special General Meetings (SGM)**
 - I. The Executive may call an SGM at any time and for any purpose providing that 14 days notice of the meeting is given to all current club members.
 - II. The Executive shall call an SGM within 21 days of receiving a written request signed by a quarter of the paid up members of the Club.
 - III. SGMs may only resolve matters of which the Chairperson has been given 7 days notice in writing. Amendments to these motions do not require such written notice.
- h. **Amendments to this Constitution**
 - I. Any part of this Constitution may be amended at any General Meeting and shall take effect immediately.

7. FINANCES

- a. The funds and resources of the Club shall be controlled by the Executive, subject to any controls placed upon them by a General Meeting.
- b. The Executive shall appoint at least 2 signatories, one of whom shall be the Treasurer. Any one of these signatories may operate the bank accounts of the Club on the instructions of the Executive.
- c. The Treasurer shall keep a true and accurate record of the funds and assets of the Club and shall prepare a financial report for presentation at the AGM.
- d. As signatories we are aware that should the club not be able to meet its debts in the first instance, we will be held personally liable (jointly and separately).
- e. At all times, the club shall maintain a credit balance in all bank accounts.

8. DISSOLUTION

- a. The Club may be dissolved by a resolution passed by a two-thirds majority at a General Meeting of the Club.
- b. All assets held by the Club will be donated to a group of the Club's choice, voted on at the General Meeting where the Club is dissolved.