

Please fill out the sections below, and submit as a digitally signed PDF at your registration session. If your group has a chapter constitution on file with SAO, please cut and paste relevant sections into this document. Constitutions are valid for three academic years, and if no changes, must be verified and signed annually by one new officer at registration.

Article I: Name (please fill in name of your RSO. If you wish to show a UW association, you may **ONLY** use "at University of Washington" or "UW Chapter" at the **END** of your name.)

Registered Student Organization Constitution of: WOOF 3D at UW

Article II: Group Purpose

Section 1: (Please state purpose/mission of your group)

It shall be the purpose of this organization to educate interested UW students and other community members about Additive Manufacturing technology. This includes construction of the organization's own printers, use of the organization's printers for projects, public outreach events, and research and innovations with the technology for the benefit of Additive Manufacturing.

Section 2: Does your RSO have a 501(c)3 non-profit status with the IRS? Yes No

Section 3: Does your RSO have a local bank account? Yes No

Article III: Affiliations

(Please state any local, state or national organizations that your group is officially affiliated)

Not applicable.

Article IV: Membership

 (please initial boxes in Sect. 1&2)

Section 1: We verify that the majority of the membership of this organization are regularly enrolled University of Washington- Seattle students. Only currently registered UW- Seattle students are officers or have voting privileges within our organization.

Section 2: We verify that selection of members shall not involve hazing of any kind, nor will selection discriminate against others based on race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

Section 3: Associate Membership (Who can be associate members of your group- faculty, staff, non-uw, etc)

Individuals who are not University of Washington students may have associate membership status. This includes University faculty and staff as well as individuals not related to the University, however, they may not have voting privileges.

Section 4: Eligibility Requirements (Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)

There are no eligibility requirements for this organization.

Article V: Officers

Section 1: Officer Description *(Please describe officer titles and duties of the five officers conducting business for your group)*

The exact number of official officer positions shall be determined by the President and shall be specified in the WOOF Club Charter. Changes in the number of officer positions require two thirds officer vote and need to be announced a week in advance.

President:

Duties: Face of WOOF3D. Provides leadership and a vision for WOOF3D. Oversees all of the club related projects. Sets up the weekly officer meeting agenda and meeting notes. Preferred to have a solid knowledge in 3D printing to find solutions when there are problems. Acts as tie breaker in officer votes if necessary.

Director of Operations:

Duties: Assists president in matters pertaining to smooth operations and administration of the organization. Responsible for administrative tasks relating to the club. Manages the entire WOOF3D email list. In charge of emails sent out/received. Sets up events, coordinates volunteers, makes sure we have people present Keeps the club on task on its various projects. Acts as President in president's absence.

Treasurer:

Duties: Maintains the organization monetary accounts and is responsible for all incoming and outgoing monetary transactions. Manages Bank account. Collects membership dues. Keeps track of electrical/fire safety training completions. Files taxes annually since club is a non profit organization. Acts as President in President and Director of Operations' absence.

Webmaster:

Duties: Maintains the club's online and social media presence. In charge of editing/updating the official website and social media. Preferred to know how to edit HTML, JavaScript for managing the official club website.

Advertisement Chair:

Duties: Designs flyers/posters. Prints, posts and takes down fliers. Takes photos/videos during events for documentation.

Project Manager:

Duties: Leads a project for a competition. This role requires serious time commitment. Technical knowledge/experience is needed.

Section 2: Qualifications *(What are the qualification of each position to hold office?)*

All officer positions can only be held by current University of Washington students who are members in good standing of WOOF 3D.

In general, all officers will: Serve as club liaisons and maintain the club's work area. Serve the club in various capacities. Take an active role in participating and encouraging other members to participate in organization activities. Maintain security of club workroom and property. Vote on decisions pertaining to club direction. Additional specific qualifications are listed in Section 1 as needed.

Section 3: Term of Office *(Please describe length of term of office for officers)*

Term of Office shall be one academic year from the first day of Autumn quarter classes until the day before the following Autumn quarter's classes.

Section 4: Removal Provisions *(What are the reasons and process for removing officers from positions?)*

An officer can lose his/her office if they break any SAO or organizational policies or are deemed unfit to fulfill their duties. In any of these cases, a two thirds majority vote and a week in advance by the other officers will relieve the officer in question of his/her office.

In the event of an officer vacancy, the remaining officers will expediently nominate candidates to fill the vacancy. After discussing the candidates the officers will vote on the replacement. The candidate with the popular vote shall be appointed to fill the vacancy.

Article VI: Elections

Section 1: Selection of Officers *(When are officer elections held?)*

Officer positions shall be retained from year to year unless an officer names a successor. The other officers may reject the incumbent's decision by a majority vote in which case a different successor must be named. By the first day of the current year's Spring quarter classes titled officers are to name their successors and begin training said successor in the duties of the office.

Section 2: Procedures for voting *(What are your voting procedures, and how are results/winner determined?)*

In the event that the officers deem a general club election is necessary the club membership shall be informed through normal club communication channels at least one week prior to the election.

Elections are to be held during a regularly scheduled club meeting.

Each member in good standing shall have one vote. With the exception of changes to this constitution, there is no minimum number of votes that must be cast in order for the election to be valid.

The popular vote rules.

Section 3: Procedures for filling officer vacancies

Officer positions are voluntary. An officer may resign at any time for any reason. The resigning officers are expected to assist current officers in finding a replacement for their position.

Article VII: Meetings

Section 1: Calendar *(What types of meetings does your group hold? When does your group hold meetings and when/where are members told about meetings?)*

General club meetings shall be held once a week times indicated through email to members. There will also be open lab hours. Officers will commit at least two hours per week to lab hours.

Club "Open Workroom" shall be held according to the WOOF Club Charter. Extenuating circumstances may require adjustments to this schedule on a case-by-case basis.

Officer meetings shall be held according to the WOOF Club Charter or as the president sees fit.

Section 2: Quorum *(What is minimum attendance to vote on club business in meetings?)*

A two thirds officer majority constitutes a quorum.

Article VIII: Non-SAO Advisors *(please check box in Sect. 1)*

Section 1: We verify that non-SAO advisors to our organization are selected by our organization's voting membership, and that they serve ex-officio without voting privileges.

Section 2: If you are a Federal Title IX exempt fraternity or sorority with an operating agreement on file with UW Fraternity and Sorority Life, please indicate powers granted to your chapter adviser regarding club business from your national affiliate

Not applicable.

Article IX: Constitutional Amendments

Section 1: Process *(Please describe your process for amending your constitution)*

Management of this organization shall be vested in a board of directors.

The board shall consist of the officers and faculty advisors. Faculty advisors will not have voting privileges but may, and are encouraged to, state their opinions on the matters at hand.

There shall be at least one faculty advisor, staff adviser, or sponsor acting as advisor who shall be an ex-officio members with no voting privileges.

Selection of an advisor will be based upon knowledge of Additive Manufacturing and its related subjects in order to develop and further the goals and purpose of the organization. The decision is to be made by the titled officers of the club.

Duties of the advisors will be to sit in upon the board of directors as well as provide expert knowledge that assists, leads, and develops the goals and purpose of the organization.

The constitution may be amended by a vote of either the board of directors or the membership.

A vote of constitutional amendment made by the board of directors must be unanimous to pass.

A vote of constitutional amendment made by the club membership must win by a two-thirds majority in which at least half of all voting members cast votes.

On votes requiring a week in advance require notice on email list and more than 5 officers present. Proxies can be given if an officer is unable to attend. The proxy must be confirmed in person within a week.

Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Sections in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements.

Sari Barczay, *Sara Barczay* Director of Operations 14/11/2018
Sari Barczay
Name, Signature, Title of Registering Officer (may use Adobe Digital signature) Date (DD/MM/Year)

This constitution is valid from date of signature above for three academic years. If any modification or changes are made, please sign and date below and submit to saoreg@uw.edu

Name, Signature, Title of Officer Date (DD/MM/Year)

For SAO departmental use only
Document received date:

Staff initials: