

**Auckland University Robotics Association (AURA) AGM Minutes**  
**7pm 05/01/2011**  
**21B Link Drive, Wairau Park**

**Members Present:**

Timothy Fanselow, Mostafa Mehrabi, Previn Nair, Nathan Allen, Sam Mence, Chitvan Jindal, Vincent Ardern, Veeren Karkera, Vamshi Koilkandadai, Lana Veslogouzova, Cameron Edwards, Scott Goodhew, Andrew Chen, Ryan Kurte

**Observers:**

Tessa Oxnam, Glen Stradwick

**Apologies:**

Thomas Paulin

Meeting Opened at 1900 (7pm) by acting chairperson Andrew Chen.

**I Constitution**

Draft AURA Constitution proposed by Andrew Chen.

Motion to amend Constitution by Chitvan Jindal, seconded by Ryan Kurte.

- Addition to section 2.

‘All members must give or be given two weeks notice prior to cessation of membership.’

- Addition to section 3.

‘All members of the committee must give two weeks notice prior to resignation of position.’

Carried unanimously.

Motion to ratify amended AURA constitution (Appendix A) proposed by Andrew Chen, seconded by Ryan Kurte.

Carried unanimously.

**II Reports**

Report on current financial position by acting Treasurer Vincent Ardern (Appendix B).

Report accepted unanimously.

Report on current competitive position by Andrew Chen (Appendix C).

Report accepted unanimously.

**III Nominations and Elections**

Motion to defer selection of general members of executive committee until February by Andrew Chen, seconded by Ryan Kurte.

AGM Breaks for Five Minutes for the nominations of the executive committee.

Nominations:

Chairperson: Andrew Chen proposed by Ryan Kurte, seconded by Vincent Ardern.

Vice-chairperson: Ryan Kurte proposed by Andrew Chen, seconded by Sam Mence.

Vice-chairperson: Sam Mence proposed by Ryan Kurte, seconded by Vincent Ardern.

Treasurer: Vincent Ardern proposed by Ryan Kurte, seconded by Andrew Chen.

Voting for executive positions:

Chairperson: Andrew Chen, carried unanimously.

Vice-chairperson: Ryan Kurte, carried 7-5.

Treasurer: Vincent Ardern, carried unanimously.

#### **IV Membership Fee**

Motion to set membership fee at \$20 p.a. by Andrew Chen, seconded by Ryan Kurte

Discussion on sensible requirements and the option of lowering fees and allowing donations.

Motion carried unanimously.

#### **V Other Business**

Discussion on most suitable times for safety briefing and initial design session lead to a proposed time and date of 4pm on Wednesday 12 January.

Meeting closed by Andrew Chen at 2000 (8pm).

**Appendix A - AURA Constitution**  
**Auckland University Robotics Association**

# Constitution

This constitution was voted into effect January 5, 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.*

## **1. MEMBERSHIP**

- a. Membership of the Club shall be open to all University of Auckland Students who pay the Club membership fee.
- b. The annual membership fee that is payable by each member shall be ratified at the Club's AGM.
- c. At a General Meeting the Club may elect any person to Honorary Life Membership of the Society.
- d. At any time, the Club shall have no fewer than 20 student members and at least 70% of its membership shall be current University of Auckland Students, or immediate graduates, or staff of the AUSA.

## **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 committee 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 COMMITTEE**

- a. The Officers of the Club shall consist of a Chairperson, a Vice-Chairperson, and a Treasurer; collectively to be known as the Executive of the Club.
- b. The committee shall be comprised of no less than 3 Office Holders and no more than 10 members.
- c. The committee 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. Committee members may be designated areas of responsibility by the committee as a whole.
- e. The committee may appoint additional committee members as the need arises.
- f. The committee 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 committee must give two weeks notice prior to resignation of a position.

#### **4. COMMITTEE MEETINGS**

- a. The committee shall meet as it deems necessary. Any two members of the committee may call a meeting.
- b. In the absence of the Chairperson a member of the committee shall be appointed to Chair the meeting.
- c. The quorum for a committee meeting shall be one more than half the total number of committee members.
- d. Any business that is conducted at an inquorate meeting shall be null and void.
- e. Reasonable notice of all committee meetings shall be given to all members of the committee and the members who call the meeting will make every reasonable attempt to contact others in the committee to confirm the meeting time and location.
- f. The committee may grant any person the right to speak, but not to vote at a committee meeting.
- g. Minutes shall be kept as a true and accurate account of all committee and general meetings.

#### **5. ELECTION OF OFFICE HOLDERS AND COMMITTEE 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 committee, the committee 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 Vice-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.
- 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 third members of the Club 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 Committee members for the proceeding year.
  - V. At an AGM a motion may be put verbally and resolved by the meeting, except where notice of motion is required by this Constitution (ie. for a Constitutional amendment or to dissolve the Club).
- g. **Special General Meetings (SGM)**
  - I. The committee 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 committee 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 committee, subject to any controls placed upon them by a General Meeting.
- b. The committee shall appoint at least 2 signatories, one of whom shall be the Treasurer. Any 2 of these signatories may operate the bank accounts of the Club on the instructions of the committee.
- 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.

## **Appendix B - Treasurer's Report**

Society Cheque account has been opened with ASB at the University of Auckland branch, Current Balance is \$0.

Cashbook deficit of \$67.33 at December 31 2010.

No assets or liabilities to report.

Vincent Ardern - Acting Treasurer

## **Appendix C - Competitive Position Report**

We have entered into an agreement with the University of Auckland's Department of Electrical and Computer Engineering which has allowed us to acquire the parts for one Vex robot under a lease-loan system (meaning that the ECE dept will own the equipment but allow us to use it). We have also been allocated working and storage space within the department. Our current plans include our initial safety briefing and design session which will be held in mid-January, and the design, construction, and programming of our first competitive robot which will be started as soon as the parts arrive.

We are intending on participating with our robot at a high schools scrimmage in February, demonstrating that we are capable of constructing a competitive robot. Using the robot and other materials such as CAD designs, we will pitch for further funds or parts from the ECE and Mechanical Engineering departments, and also re-approach companies for sponsorship. Under a tight deadline, we will endeavour to have two robots completed by mid-March, ready to compete in a NZ competition against Massey University Albany and Palmerston North, before travelling to Orlando, Florida to compete in the World Champs in mid-April.

After the Vex Competitive season is over, we are intending on hosting an internal University of Auckland robotics competition during second semester, inviting students from all departments to complete a challenge that we will set, following rules in order to win a cash prize. Details on this event will be decided upon later. Our AGM for 2011 will be held in September/October, and then we will start preparing for the 2011/2012 season of the Vex Robotics competition.

Additional to these two main projects, we will be holding social events throughout the event for members of our club, acting as ambassadors for our sponsors in the media and at events (especially the Faculty of Engineering and its departments), encouraging other students to join our club and/or become interested in robotics, and also mentoring high school robotics teams throughout the year.

Andrew Chen - Acting Chairperson