

The Prime Movers

FRC Team #31



**Standard Operating Procedure
2015-16**

**Jenks High School
Jenks, Ok**



Table of Contents

1. Yearly Outline

- 1.1) Membership Qualifications
- 1.2) Off Season (May-August)
- 1.3) Recruitment and Training (September-December)
- 1.4) Competition Season

2. Standard Meeting Procedure

3. Chain of Command

- 3.1) Teacher Sponsors
- 3.2) Mentors
- 3.3) Student Officers
- 3.4) Student Leaders

4. Leadership Positions

- 4.1) Student Leadership Positions
- 4.2) Qualifications to Run
- 4.3) Election Procedure

5. Team Management

- 5.1) Conflict Resolution
- 5.2) Dress Code

6. Leadership Majority

- 6.1) Emergency Voting Procedure

7. Changing the SOP



1.0 Yearly Outline

1.1 Membership Qualifications

In order for The Prime Movers to grow as a team in both quality and quantity, each member has to fill out an application and fulfill the following requirements;

- Have at least a 2.25 GPA when they apply to be a member.
- Promise to maintain eligibility throughout the school year (no grade lower than a D).
- Promise to make the volunteer requirements set by the Student Officers.
- Submit a Resume in the team format.
- Promise to fulfill the Build Season requirements set out by the Student Officers.

Any failure to complete these will result in the inability to join the team. Any failure to maintain these during Recruitment and Training period or the Competition season will result in the inability to join the team for the following semester. In order to rejoin the team, the student has to demonstrate the ability to meet these requirements.

1.2 Off Season (May-August)

As the FRC Competition season ends in May, The Prime Movers use that opportunity shift their focus to expanding both the outreach and the financial sides of the team. The summer is used to:

- Showcase the robot and the FIRST program to kids interested in the STEM fields.
- Attend and plan as many outreach programs as possible
- Recruit more people into the FIRST program. For more info look at **Section 5.4 of the Strategic Business Plan.**
- Recruit new sponsors to help grow the team budget
- Recruit mentors that are willing to support the team's FRC program.

The entire purpose of meeting during the off season is to build the team and make sure it will be prepared during the school year to support and educate new members.

1.3 Recruitment and Training (September-December)

During the beginning of the school year, the Prime Movers will use that time organizing the team, recruiting new members to sustain the team, and training those members so they are educated during the build season.

- Help start and mentor FLL and Jr. FLL teams
- Recruit new members. (see **Section 5.4 of the Strategic Business Plan.**)



The Prime Movers
Standard Operating Procedure

- Do training during the semester over the basic knowledge each member should have.
- Make sure each member has practice in the different areas of the team.
- Work on the next edition of the Business Plan and Safety Manual to help prepare for awards in January.

1.4 Competition Season (January-April)

The main goal of the Prime Movers is to finish the FRC challenge, keep a cohesive team and make sure our team is being a good representative of the FIRST values during competition.

- Make sure the Robot stays on the schedule set by the Chief Engineer to ensure the robot is done in 6 weeks.
 - Make sure that all award submissions are done thoroughly and on time.
 - Ensure that our team exemplifies both of FIRST's values - Gracious Professionalism and Coopertition - while we are at competition.
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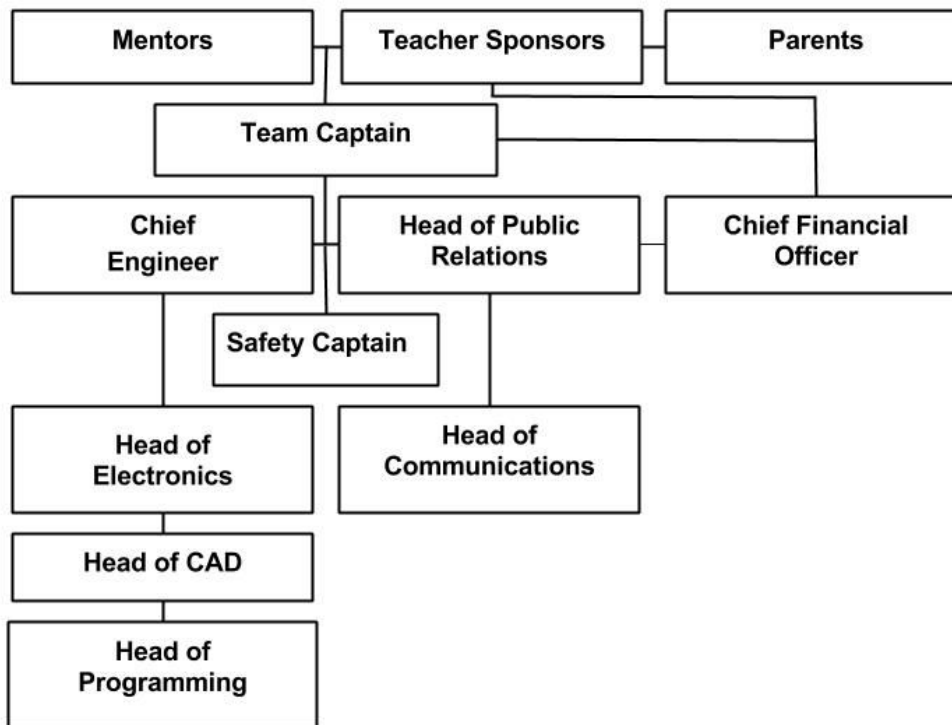
2. Standard Meeting Procedure

In order for the Prime Movers to hold an official meeting, the following order of events must take place;

- I. The President calls the meeting to order and announces the main points the meeting.
 - II. The Head of Public Relations then makes announcements and makes sure that the whole team is up to date on the financial standings of the team as well as the current outreach programs for the team.
 - III. The head of each department then announces their goals for the meeting and delegates which members they will need to to accomplish these goals.
 - IV. Each member then breaks off to work in the section they were assigned to and accomplishes goals that were set in opening meeting
 - V. With 30 minutes left of the meeting, each member cleans up the work space. As soon as the work space is organized, members meet back for the closing meeting.
 - VI. Each department goes over things that were accomplished during the meeting.
 - VII. The Head of Public Relations then goes over any last minute reminders
 - VIII. The President then calls the meeting to a close.
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3. Chain of Command

Figure A



3.1 Teacher Sponsors

The teacher sponsors are the school representatives on the team. These members work as a liaison between the Jenks Public School and the team. As teachers for the district they are available more often than standard mentors. They make sure that we have access to our rooms and that everything we do complies with the policy of Jenks Public Schools.

3.2 Mentors

Mentors are the foundation of our team. These volunteers help educate and guide our team during our meetings. They range anywhere from small business owners to professional engineers. These mentors give us professional insight to both our robot design and our the business side of our team.

3.3 Student Officers

These are the students that get elected into the 3 main positions, Team Captain, Head of Public Relations and Chief Engineer. These positions are outlined in **Section 4.1**. These students are representatives of the team. They schedule the meetings, make



The Prime Movers

Standard Operating Procedure

sure that plans are communicated with the mentors and that every division within the team is running smoothly. These Student Officers elect the Student Leadership and are involved with any change within the team. Any concern or problem that may arise, either with mentors or students, should be brought to a Student Officer to deal with (as outlined in **Section 5.1**) In the case that a Student Officer is no longer able to fulfill his job then refer to the Change and Removal **Section 6** for more details.

3.4 Student Leaders

The Student Leadership is elected by the Student Officers. This group of students can be seen in **Figure A** of this section. The Head of Public Relations nominates the Head of Communications and the Chief Financial Officer. The Chief Engineer nominates the Head of each department for CAD, Programming and Electronics. These nominations should be based on the ability of the person to do that specific task and not favoritism. All nominations must be approved by the Team Captain before they can go into effect. This will help improve not only the team's ability to achieve goals but also the quality of work that is seen by the community. If at any moment a Student Leader is unfit for their job, the same Leadership Majority removal protocol is used. See **Section 6** for more details.



4. Leadership Positions

4.1 Student Leadership Positions

Team Captain

- Liaison between mentor and students
- Defines and assures the team accomplishes long term goals
- Opens and closes every meeting
- Communicates between subteams
- This position is elected at the end of the season

Head of Public Relations

- Plans meetings
- Organizes the schedule and day to day activities
- Oversees use of team social media
- Oversees award submissions, business plan, community events and safety
- This position is elected at the end of the season

Chief Engineer

- Oversees the 3 sections of the mechanical team
- Ensures that the team is staying on task with day to day activities
- Makes sure that the robot is on schedule during the build season
- Streamlines the Brainstorming ideas to optimize robot design
- This position is elected at the end of the season

Chief Financial Officer

- Ensures the team has a balanced budget
- Documents all team purchases and sponsorships
- Oversees all sponsor acquisition efforts including grant writing
- This position is appointed by the Head of Public Relations.

Head of Communications

- Sends team updates, reminders
- Responds to the team email account
- Handles outside correspondence
- The position is appointed by the Head of Public Relations.

Safety Captain

- Makes sure that the workspace is safe and clean
- Writes the safety manual
- Fills out the Incident Report Form
- This position is appointed by both the Head of Public Relations and the Chief Engineering.



4.2 Qualifications to Run

In order for a member to run for a membership position, all of the following requirements must be met;

- Participated in at least 100 hours of Build Season.
- They can have no behavioral issues recorded by either students or mentors.
- They have to have completed at least one full build season on the team.
- Each candidate must present a list of goals they wish to see the team accomplish during the term.
- Each candidate must have no semester grade lower than a C for that year.

Any failure to meet these qualifications will result in an ineligibility to run.

4.3 Election Procedure

The positions eligible for election are outlined in **Section 4.1**. After a candidate has proven that they have met all of the requirements then they will be able to submit their name for the ballot. Ballots will be created by a senior officer leaving the team. If no senior officers are available, then the job will go to any senior leadership figure able to correctly create a ballot. The senior officer or leadership figure creating the ballot has to make sure that all candidates have met the qualifications outlined in **Section 4.2**.

Elections will take place after each annual FRC worlds competition but before the end of the school year. This date may be moved at the discretion of the current officers. Elections must have at least 75% of the eligible student members participate in voting. All voting student members have to have made the hour requirement set by the current officers. Failure to meet the hour requirement means that the member is ineligible to vote.

A candidate can only be elected into office if they have won by more than a 50% majority. In a case where more than two candidates are running and none of the candidates receive the majority, then the top two candidates will compete in a runoff election. In a case where there is a tie, the mentors will be allowed to vote to elect the candidate. The new officers will be sworn into office after the election, relieving the immediate past officers.

Any officer deemed no longer fit to fill their position can be replaced by a leadership majority. Look at **Section 2.3** more info



5.0 Team Management

5.1 Conflict Resolution

The Prime Movers pride themselves on being close. However, problems do occasionally arise. In the case of a problem the people involved should follow this chart until the problem is solved;

- I. The problem should be worked out amongst the people involved.
- II. If the problem consists then it should be taken to a Student Officer or Student Leader.
- III. The Student Officer or Student Leader will then be able to determine if the problem needs to be handed to a Mentor or a Teacher Sponsor.
- IV. The problem might be large enough to involve other school officials. However that decision is to be made at the discretion of a Teacher Sponsor.
- V. If the conflict is a disagreement on something team related to the team, then the Leadership Majority may be needed to resolve the issue.

5.2 Dress Code

All students, Mentors and Teacher Sponsors should be following both the Jenks Public School's dress code as well as the FIRST safety guidelines for dressing in a work space.

To access the Jenks Public Schools Handbook, go to Jenkps.org
The FIRST Safety Manual can be found at FIRSTinspires.org

If a Mentor or Teacher Sponsor deems an outfit inappropriate, they must have another adult in agreement with them before notifying the person. Someone the same gender as the person out of dress code should notify them. This should be done politely and personally.

If the person is wearing something extremely offensive or dangerous, then they will be given the opportunity to go home and change as well as given a notification not to wear that item of clothing again.

For what to wear to a competition or a FRC event as a team please refer to **Section 10.7 and 10.9 of the Strategic Business Plan.**



6.0 Leadership Majority

The Leadership Majority is made up of all Student Leaders, Mentors and Teacher Sponsors. That means any of the Student Leader or Student Officer Positions outlined in **Sections 2.3 and 2.4** as well as the Mentors and Teacher Sponsors. This committee will be able to establish any changes on the team.

For a motion to be brought to a vote, one member of the Leadership Majority must propose the vote. One member of a different branch of the Leadership Majority must second the motion so that both a student and adult support the vote. There will then be a time for commentary and questions. This is an opportunity the members to hear the situation and come to a personal decision. This moment for discussion should not be biased or swayed in any way possible. After this time, the Team Captain or a Teacher Sponsor will call the group to a vote.

80% of the Leadership Majority must participate in the vote and 75% agreement is needed to pass a vote. If a motion is not seconded or it does not pass the vote then it will be tabled and can not be brought up until the next vote or there is a pressing issue that calls for the motion to be voted on again. If the issue can not be resolved, please refer to **Section 5.1** on Conflict Resolution.

In the case that the Leadership Majority is voting to remove a Student Officer from office, then they will be able to appoint a replacement until the annual election. This replacement has to have 50% approval from the Leadership Majority with at least one member from each group in approval.

6.1 Emergency Voting Procedure

For the Emergency Voting Procedure, one mentor as well as all of the Teacher Sponsors and Student Officers are allowed to vote on a subject. This is in the case that there is not 80% of the Leadership Majority in attendance or the matter demands immediate attention. Any motion made in this group must be seconded and has to pass with at least a 50% consensus with at least one member from each group in approval. If it does not pass then there can be a discussion period and a revote. In the account of a tie, an unbiased member has to be brought in and asked to vote. They are not allowed to be swayed in any way. Any vote made during the Emergency Voting Procedure is



just as final as a Leadership Majority decision and can not be changed.

7.0 Changing the SOP

All changes to the Standard Operating Procedure have to be agreed on based on the rules of the Leadership Majority and must be documented by the Public Relations team. These changes should be made with equality in mind. The Leadership Majority was created to make sure that an equal number of students and adults were represented so that all changes could be made with the betterment of the team in mind.
