

# RENEWABLE ENERGY CAPSTONE TEAM

# BYLAWS

## ● MISSION STATEMENT

To research renewable energy resources and determine whether the building of a renewable energy power plant in Coconino County would be profitable to the people of the county and to APS.

## ● ORGANIZATION STRUCTURE

1. Secretary- Records and Documents, Minutes publishing and agendas notification
2. Project Manager- Chief in charge of distributing tasks and allocating resources.
3. Liaison (general definition)- Chief in charge of communicating with designated source.
4. Associate- Works on the project with no special assignments.

## ● INTER-TEAM ISSUES

1. Responsibilities
  - a. Team Roles
    - i. In situations of dire urgency the project manager will be able to make field decisions.
    - ii. For the most part, the project manager will set the agenda.
    - iii. Team roles will be decided by volunteerism first, followed by group consensus second. The default team role is the associate.
    - iv. Team members may be assigned to multiple roles, depending on talents work load etc.
  - b. Scheduling
    - i. Agenda will be provided 24hrs prior to a meeting.
    - ii. Team members will correspond to due dates and deadlines.
  - c. Communication
    - i. Participants are required to let others know of task status, problems or additional resources required.
    - ii. The general rule is that within 24 hrs of deadline, phone is the preference over email.

2. Meetings
  - a. A team consensus will set the meeting time and place.
3. Documentation/Presentation Standards
  - a. It is each member's responsibility to produce college level work.
  - b. Provided document templates will be adhered to.
  - c. Project manager will be keeper of said templates.
  - d. Templates including upgrades will be approved for use by consensus.
  - e. Microsoft Word 2003 is the preferred document format.
  - f. Power Point is the preferred presentation software.
4. Procedures
  - a.
    - i. Attendance in person will be preferred.
    - ii. Class period will be utilized for the purpose of meetings unless otherwise noted by another team member.
  - b. Decision Making
    - i. Options will be provided to the project manager by the associates. Group consensus will be the preferred method of decision making.
    - ii. If there is a disagreement, the project manager will decide the course of action, as advised by the faculty advisor of record.
  - c. Agenda Formulation
    - i. Task agenda will be set week to week.
    - ii. Project manager will set week to week tasks.
  - d. Project Objective Establishment
    - i. Will be decided during scheduled time for problem statement

## ● PROJECT/SPONSOR ISSUES

1. Responsibilities
  - a. Presentations for Clientele
    - i. Presentations should be of maximum quality with time required.
    - ii. Dry rehearsal presentation is mandatory
  - b. Documents to clientele
    - i. Provided in PDF unless otherwise requested.
    - ii. All team members should approve the document prior to submittal.
  - c. Meetings with Clientele
    - i. All members with an applicable role to play must be in attendance.
    - ii. Business casual attire will be required.
2. Procedures
  - a. Documentation/Presentation Standards

- i. Submitted documents to be provided in PDF format where applicable (unless client specifies otherwise)
- b. Correspondence with Sponsor
  - i. Communicate when and what correspondence goes to sponsor client
- c. Correspondence with Liaisons
  - i. Work with or thru that specific team members-liaison
- d. Correspondence with Consultants
  - i. No correspondence restrictions shall be placed on consultants.

● AMMENDMENTS TO BYLAWS

- 1. Responsibilities
  - a. Members are subject to comply with the bylaws on the day the amendment is ratified. Ratification is at least 3 out of 4 rule with all parties notified.
- 2. Procedures
  - a. Adding new bylaws
    - i. Append amendment to the bottom of document with keyword (applies to)
  - b. Deleting old bylaws
    - i. Use ~~strike-out~~
  - c. Editing (modifying) old bylaws
    - i. Splice in italics