



Team L.E.G.I.T Bylaws

Responsibility Section

- Team Leader – Jeremy King
 - Scheduling
 - Keep meetings running smoothly
- Sponsor Liaison – Nicholas Negrete
 - Talk to sponsor
 - Make sure they are up to date
- Secretary – Christine Kuhlman
 - Take notes during meetings
 - Keep all documents together
- Treasurer – Nicholas Negrete
 - Keep track of money
- Faculty Advisor Liaison –Christine Kuhlman
 - Keep advisor up to date
- Project Website Coordinator – Daniel Eichenberger
 - Create and keep site up to date
- Scheduling Coordinator –Jeremy King
 - Get everyone's schedules
 - Make it so that meeting have everyone there
- Vendor Liaison/Buyer –Nicholas Negrete
 - Buy the items that are needed for the project
- Document Coordinator –Nicholas Negrete
 - Keep the master copies for the memo and paper format
 - Email these files to the group when they are needed
 - Final Editor for paper
- Presentation Coordinator –Christine Kuhlman
 - Keep master presentation format
 - Email presentation to the group when it is needed
 - Final Editor for presentations
- Set meetings – Jeremy King
 - This is included in Scheduling Coordinator
 - Notify the entire team of upcoming meetings
- Keeping Minutes – Christine Kuhlman
 - Meeting Minutes
 - Email them to the entire team



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- Logging and taking notes for phone calls –Daniel Eichenberger
 - Make notes for all group phone calls
 - Make sure that deadlines are written down
- Public Relations –Daniel Eichenberger
 - In charge of promotions and news articles
 - Look into Sustainability Fair

Procedures Section

- How Meeting are run and how minutes are kept and distributed
 - Running the meeting
 - State Agenda
 - Use template for Agenda
 - Accomplishments
 - Action Items
 - Vote on next meeting whether it is a set in stone or tentative meeting
 - Decide on following weeks agenda
 - Keeping and distributing minutes
 - Email to everyone and to teams account
 - Use template to keep minutes
- How the team handles individuals who do not perform
 - Four step process
 - Bring the issue up right away to the whole group. If the whole group thinks that it is an issue, then confront the person
 - If this does not resolve the problem, the group must go to an EE faculty member
 - If this still does not resolve the problem, the group must go to Dr. Scott
 - If this still does not resolve the problem, an unofficial request will be made to have that person removed from the group
 - If any of these steps occur, they will be documented in the meeting minutes
- How no-shows and tardiness will be handled
 - Team members should contact at least one other member of the team when they either are going to be tardy or not be able to make it
 - Four step process
 - Bring the issue up right away to the whole group. If the whole group thinks that it is an issue, then confront the person
 - If this does not resolve the problem, the group must go to an EE faculty member
 - IF this still does not resolve the problem, the group must go to Dr. Scott



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- If this still does not resolve the problem, an unofficial request will be made to have that person removed from the group
 - If any of these steps occur, they will be documented in the meeting minutes
- How personal conflicts will be resolved
 - Four step process
 - Bring the issue up right away to the whole group. If the whole group thinks that it is an issue, then confront the person.
 - If this does not resolve the problem, the group must go to an EE faculty member
 - If this still does not resolve the problem, the group must go to Dr. Scott
 - If this still does not resolve the problem, an unofficial request will be made to have that person removed from the group
 - If any of these steps occur, they will be documented in the meeting minutes.
- How decisions are made (consensus, majority, in case of ties)
 - For a decision to be made, it has to be a majority
 - A majority in this case is 3 out of 4
 - In case of a tie
 - Explain why your idea should be chosen
 - Revote
 - Go to the faculty advisor if the revote ends in a tie
- How team records, emails and correspondence are kept
 - Keep records on the team email along with one each individuals email
 - Each document should have a date in the name
 - This is to determine the last revision easily
 - Each member will have a workbook that has all of their work in it that they have done
 - A notebook that has the bylaws, reports, memos, and other important information will be kept in a centralized location for easy access for the entire group