



Team Lithium Lumberjacks

Team Bylaws

September 24, 2021

Project Sponsor: John Lehman, MSEE

Project Faculty Mentors: Robert Severinghaus, Ph. D and Mahsa Keshavarz, MSEE

Team members: Hunter Browning, Sean Conlin, Darby DeGan, Hamad Aldossary

Overview: The purpose of this document is to define roles and responsibilities of team members.

Bylaws of Team 2 - Dataforth Charger

ARTICLE I – Name and Purpose

1.1 Name

This organization shall be known as the Lithium Lumberjacks, and hereafter referred to as “The Team” throughout this document.

1.2 Purpose

The Team has the express goal of developing a prototype charger/monitor for a 6-cell LiPo Battery, fit to be showcased as a company product for Dataforth Corporation, hereafter referred to as “The Client”. Furthermore, the charger/monitor will be developed to be transferred to small-scale charging applications or applied to large-scale charging applications.

ARTICLE II – Team Roles and Responsibilities

2.1 Roles

The roles of The Team shall be at minimum: Team Leader, Secretary, Treasurer, Client Liaison, Faculty Technical Advisor Liaison, Project Website Coordinator, Scheduling Coordinator, Vendor Liaison, and Document/Presentation Coordinator.

2.2 Responsibilities

2.201 The duties of the Team Leader, Sean Conlin, are as follows:

- Serve as the official representative of The Team at all functions
- Serve as the ex-officio of all other positions of The Team
- Be the primary liaison between The Team, The Client, and the Faculty Technical Advisor

2.202 The duties of the Secretary, Darby DeGan, are as follows:

- Schedule all official functions of The Team, including but not limited to: General Team Meetings, Meetings with The Client, and Meetings with the Faculty Advisor.
- Record minutes at all official meetings of The Team
- Maintain an attendance record for all members of The Team

2.203 The duties of the Treasurer, Hunter Browning, are as follows:

- Keep a record of all expenses and transactions made by The Team
- Oversee any fundraising efforts made by The Team
- Be the primary liaison between any Vendors associated with The Team

2.204 The duties of the Project Website Coordinator, Hamad Aldossary, are as follows:

- Oversee the design of the website
- Manage any information added to the website
- Keep team members informed of any website updates

2.205 The duties of the Document/Presentation Coordinator, Hunter Browning, are as follows:

- Serve as the Chief Editor of all official documents of the Team
- Submit any official documents of the team
- Manage the roles and responsibilities of each member of The Team in any presentation

ARTICLE III – Team Procedures

MEETINGS: Meetings are those involving presentations or other social or professional activities of interest to all team members.

The Team leader shall plan and coordinate those tasks required in these bylaws which support these meetings.

Meetings will be held at times approved by The Team as a whole. The agenda of each meeting shall be:

- Announcements
- Open floor for general members to voice opinions and ideas
- Other such matters, as appropriate, will be discussed.

ARTICLE IV – Amendments

4.1 Amendment Procedure

The constitution/bylaws may be amended by a majority vote of the members.

ARTICLE V – Rules of Conduct, Guidelines, and Requirements

5.1 Conduct in regards of The Team

General rules of professional conduct will be observed at every meeting of The Team unless specifically voted against at the beginning of the meeting.

5.2 Conduct in regards of NAU policy

All members of The Team will conduct themselves in a professional manner and act with the dignity associated with being a member of Northern Arizona University.

Signatures of team members indicating agreement to the bylaws:

Darby DeGan

Hunter Browning

Sean Conlin

Hamad Aldossary