

BYLAWS
Of
THE HEROES OF TOMORROW (The HOT Team)

FIRST TEAM 67

August 2018

ARTICLE 1

PURPOSE, VISION, MISSION, LOGO

Section 1.01. Purpose. The original mandate for the HOT Team derives from a partnership forged by Ian McEwan, Executive Director of the GM Proving Ground (GM), and Dr. James Doyle, Superintendent of Huron Valley Schools (HVS), in 1997. Since that time, the team has won every major award FIRST presents and has been recognized at regional, state, and international levels. These bylaws are a restatement of the principles and values that have served the team well over the years and a footprint for keeping our team fresh, moving forward, and adaptable to changing team dynamics and needs.

Section 1.02. Vision. The HOT Team vision is actually the vision of FIRST Founder, Dean Kamen: *"To transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology heroes."*

Section 1.03. Mission. The HOT Team mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Section 1.04. Logo. The HOT Team logo was created to allow easy and fast brand recognition of the HOT Team. Its use is governed by the HOT Team Board of Directors. The latest official HOT Team logo can be found at the team website or by contacting the Board.

ARTICLE 2

BOARD OF DIRECTORS

Section 2.01. Charter of the Board of Directors. A Board of Directors (Board) is established to handle team governance, financial commitments, process for partnership issues, and to ensure continuity of team dynamics. The Board is tasked with managing team growth, standardizing expectations of stakeholders in the team, and serving as the prime conduit of representation for students, parents, teachers, mentors and the chartered partners, HVS and GM. The board will be the final arbiter and decision making body for team issues, personnel, participation, team commitments, expenditures or other questions of a management nature. The board will be comprised of representatives of parents (2), school (2), mentors (2), and sponsors (2).

The HOT Team organization chart showing the Board's relationship to the team is found in Appendix A.

Section 2.02. Board Members. The HOT Team Board of Directors shall be made up of at least eight members—two each from the parents, school, mentors, sponsors. Additional members can be added to provide specific service to the board. For example in addition to the above mentioned representatives someone outside this group may be nominated and elected to the board, because of their experience, to serve in the role of treasurer. Members will be selected by the Board. The Board member terms of service will begin and end in October. Members will serve for two years, except for four of the first members. One member from each group will serve two years and one member will serve three years. This will allow for staggering the changes to the board and allow for experience to be retained. Consecutive terms may be served with approval of the Board if all other criteria for filling the position are met.

The new members in each category will be approved by the majority of the Board.

Board members have no authority in the role of Board member over the team outside of the Board Room.

The Board will elect members to the following roles: Chairperson, Treasurer, Secretary, and Parent Communication Chair. These people will serve in this capacity for 2 years and may be elected to consecutive terms if all other criteria for filling the position are met and the member is willing. Election will be by the approval of a majority of the Board.

Section 2.02.1. Representatives of the Parents. These two Board members are the representatives of the parents of the students on the team. They should communicate with the parents to determine issues that need to be discussed with the Board and notify the parents of any actions. Requirements to be a Representative of the Parents on the Board are:

- o Have been a minimum of 2 years as a parent of a team member with a student currently active on the team
- o Be selected or invited by the Board
- o Have recommendations/nominations from mentors, teachers, sponsor reps, or other parents
- o Must demonstrate active participation in fund raising, community events, and familiarization with the competitions.

Section 2.02.2. Representatives of the Mentors. These two Board members are the representatives of the mentors on the team. They should communicate with the other mentors to determine issues that need to be discussed with the Board and notify them of any actions. Requirements to be a Representative of the Mentors on the Board are:

- o Have 2 years of experience with the team
- o Be selected/elected/recommended by mentors

Section 2.02.3. Representatives of the School. These two Board members are the representatives of the school on the team. They should communicate with the school personal to determine issues that need to be discussed with the Board and notify those people of any actions. Requirements to be a Representative of the School on the Board are:

- o Be recommended/nominated by the board/team based on experience with robotics programs.
- o Must have COAT (Central Office Administrative Team) approval of recommendation.

Section 2.02.4. Representatives of the Sponsors. These two Board members are the representatives of the sponsors on the team. They should communicate with the sponsors to determine issues that need to be discussed with the Board and notify those people of any actions. Requirements to be a Representative of the Sponsors on the Board are:

- o Be appointed with recommendations from the board and/or team
- o Approval of the recommendations by the sponsor.

Section 2.03. Role of the Chairperson. The Chairperson is responsible for creating an agenda and running all Board meetings.

- **Section 2.04. Role of the Treasurer.** The treasurer is responsible to make sure that all team funds are accounted for properly and provide details of the same to the Board upon request of the Chairperson. In addition the treasurer will also;
 - Assist in the preparation of the budget
 - Monitor the budget
 - Ensure the Board's financial policies are being followed
 - Report to the Board of Directors on finances
 - Prepare any required financial reporting forms (especially related to submissions required in compliance with nonprofit organization status)
 - Maintains bank accounts
 - Oversees financial transactions
 - Throughout the year the treasurer tracks year-to-date income and revenues, reports variances and alerts the Board of potential problems
 - Have signing authority on the team bank account – including for checks.

Section 2.05. Role of the Secretary. The Secretary is responsible to transcribe and publish the meeting minutes and verify that a copy of the approved minutes are maintained.

Section 2.06. Role of the Parent Communication Chair. The Parent Communication Chair will keep the parents notified of all team events and inform them of any responsibilities that they may need to fulfill.

Section 2.07. Board Norms. The Board will meet as needed, usually quarterly. Board sub-groups or operating committees will be developed as appropriate and necessary to carry out the HOT Team mission.

Team budget and fundraising commitments will be overseen by the Board. Expenditures will need to be authorized in advance.

Team commitments for in-season and out-of-season competitions, special events, demonstrations, or other expenditures of money or student participation will need to be approved by the Board with input from mentors. It is expected that mentors will lead in determining the FIRST competition schedule and the commitments for events in the off season.

Team leader will be included in Board discussion.

The Board will ensure that appropriate mentor, teacher, chaperone, or other needs are met before approval of any events involving students.

Mentor selections are subject to Board approval using the mentor code of conduct. (See Section 3.03)

Teacher selections are subject to Board approval using the teacher code of conduct. (See Section 3.05)

Student participation criteria will be established and maintained by the Board. This includes a student code of conduct, travel guidelines, and discipline issues affecting the team.

ARTICLE 3

TEAM LEADER, MENTORS, TEACHERS, STUDENTS

Section 3.01. Team Leader Criteria. The team leader is the tactical leader for the HOT Team and reports to the Board. The Team leader will meet all the criteria for the mentors (See Section 3.02). In addition, the team leader will also meet the following criteria.

- Have demonstrated leadership capability
- Have a willingness to take on the responsibilities of the team leader role
- Have demonstrated effective communication skills and be willing to communicate on behalf of the team
- Possess knowledge of team history
- Possess knowledge of FIRST policies and procedures
- Be a positive representation of HOT Team to all other teams and FIRST
- Possess the ability to work with diverse interests and people on behalf of the team

The team leader will be approved by the Board and will serve a one year term from June to May. After the Championship in April, the Board will review the effectiveness of the team leader and decide to ask her/him to serve another term or replace her/him.

While at competitions, the team leader is the person in charge and will make all decisions about activities of the team or team members other than decisions about the robot or game play.

Section 3.02. Mentor Criteria. Mentors for the HOT Team are expected to represent GM or Huron Valley Schools and be a role model to the students at all times. To achieve this high standard, the HOT Team mentors will display the following characteristics:

- Be a General Motors (GM) employee (current or former as allowed by GM rules) and/or Huron Valley Schools (HVS) employee
 - Where specialized skills are required by the team an exception to the above will be considered
- Bring a skill that is desired by the team
- Be noted as a valuable HVS or GM Team member
- Have approval from management
- Enjoy and understand working with high school students
- Serve as a positive role model
- Function as a team member
- Be able to follow rules and take direction

- Agree to follow the operating norms of the team and comply with established mentor code of conduct (See Section 3.03)
- Exhibit behavior that represents gracious professionalism as defined by FIRST

Beginning with the 2014 Build and competition season the team has elected to include former student team members as Junior mentors on the team consistent with the following guidelines;

HOT Team Junior Mentor Participation Requirements

The HOT Team has high expectations of its mentors. For the team to be successful, every team member must do their share.

Nomination Requirements

Junior Mentor should have been extremely high performing students on the HOT team. Junior Mentors should have been thought of as student leaders during their time on the HOT team.

Junior Mentors must be nominated by a current HOT team mentor. Nominations must be approved by all Senior Mentors and the HOT Board of Directors.

Junior Mentors should be in their third year out of high school.

Junior Mentors must be an Alumnus of the HOT Team and enrolled full time in a local University to be eligible to return to the HOT Team.

Academic Requirements

Junior Mentors must maintain a 3.0 average in their classes and may not fail any of their classes if they are to participate on the HOT Team.

Junior Mentors who are having difficulty with any of their classes should reduce their time commitment to the HOT team to focus on their studies. Any Junior Mentors that cannot maintain their grades will be asked to not participate on the HOT team.

Conduct Requirements

Junior Mentors must adhere to the HOT team Code of Conduct

Additional Requirements

Junior Mentors MUST attend the GM Security and Safety Meeting. This meeting is Mandatory for all members.

Outstanding mentors and the talents that they bring to the team are the main reason that the HOT Team has been so successful.

It is suggested that a potential mentor attend three team events (community service, fund raising, mentor meetings, etc.) before committing to the team. This gives the potential mentor and the team opportunity to determine if the relationship will be mutually compatible.

Section 3.03. Mentor Code of Conduct. The HOT Team Board believes that the FIRST robotics program is an integral part of a total educational program. Success is measured qualitatively by the development of character, and the essential elements of character are embodied in the tenets of sportsmanship, leadership, teamwork, responsibility, dedication and gracious professionalism. Mentors serve to inspire our students and support the development of character. Mentors are expected to demonstrate the tenets of character, as set forth in the following Mentors' Code of Conduct.

Section 3.03.1. Sportsmanship

- o The mentor will encourage students to represent their school, sponsor, team and teammates with honor on and off the field; as a positive role model, the mentor will consistently exhibit good character and conduct.
- o The mentor will respect and support contest officials, and shall not indulge in conduct which would incite players or spectators against the officials; public criticism of officials or team members is contrary to gracious professional behavior.

Section 3.03.2. Leadership

- o The mentor will support the goals of FIRST and promote the development of character, and assure that those goals are not compromised to achieve performance goals
- o The mentor will place the academic, emotional, physical and moral well-being of student above desires and pressures to win.
- o The mentor will stress the importance of education beyond basic eligibility standards and work with teachers and other mentors and parents to help students set and achieve the highest academic goals.
- o The mentor will use fair judgment in granting opportunities to students for all duties and activities.

Section 3.03.3. Teamwork

- o The mentor will provide a challenging, enjoyable and successful experience for students by maintaining an environment that is physically and emotionally safe.
- o The mentor will maintain confidentiality, when appropriate, and avoid situations that would potentially create a conflict of interest or exploit the students.

Section 3.03.4. Responsibility

- o The mentor will be mindful of the high visibility and great influence that he or she has as a leader with the team in our community and the greater FIRST community.
- o The mentor will act in compliance with all the regulations for student events and interactions set forth by FIRST.

- o The mentor will be mindful of using alcohol and tobacco products in the presence of students. Mentors are expected to exercise good judgment when choosing to drink and/or use tobacco products during events and activities.

Section 3.03.5. Dedication

- o The mentor will be available to meet commitments of the build and competition seasons and lead by example in attendance and timeliness for those commitments.

Section 3.03.6. Professionalism

- o The mentor will be a positive role-model and will conduct himself or herself in a manner appropriate for the robot build sessions and competitions. This includes and is not limited to interactions with students, parents, officials, mentor peers, media and the public.

Section 3.04. Teachers. Since the HOT Team is a partnership of the GM Proving Ground and the Huron Valley Schools, it is of vital importance that teachers be a part of the mentor group. It is the Huron Valley Schools responsibility to provide teachers to perform this role.

It is suggested that a potential teacher mentor attend three team events (community service, fundraising, mentor meeting) before committing to the team. This gives the potential mentor and the team opportunity to determine if the relationship will be mutually compatible.

Section 3.05. Teacher Code of Conduct. Teachers in the State of Michigan are expected to follow the Code of Ethics adopted by the Michigan State Board of Education.

Section 3.05.1. Ethical Standards: The following ethical standards address the professional educator's commitment to the student and the profession.

- o **Service toward common good--Ethical Principle:** The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- o **Mutual respect--Ethical Principle:** Professional educators respect the inherent dignity and worth of each individual.
- o **Equity--Ethical Principle:** Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- o **Diversity--Ethical Principle:** Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- o **Truth and honesty--Ethical Principle:** Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices and exercise sound professional judgment.

Section 3.05. Teacher Expectations. Teachers on the HOT Team are expected to perform to the following guidelines:

- o Teacher mentors are expected to actively recruit student participation in HOT Team #67 activities.
- o Teacher mentors are expected to complete district activity paperwork by deadline date.

- Teacher mentors are expected to fully participate during the FIRST season in the safety meeting, robot build and/or animation, and local, state and national competitive events.
- Teacher mentors are expected to support the growth and development of students by checking academic eligibility, supporting the Huron Valley student code of conduct and following guidelines for discipline.
- Teacher mentors are expected to supervise, to maintain a safe and respectful environment for Huron Valley students at competitive events to include transporting to and from the event, and activities before, during and after the competitive event.
- Teacher mentors are expected to encourage mature public behavior from Huron Valley students when they are in public venues.

Section 3.06. Students. Students are the real reason for the HOT Team. The team will open registration to all students of Harbor, Lakeland, and Milford High Schools and the International Academy West and 8th grade middle school students in late spring before the school year ends. Registration forms must be completed and returned to the appropriate person by the due date to be considered. The students are making a commitment for the entire year to take part in HOT Team activities. This includes Community Service and Fundraising activities. Here are the requirements of students that choose to be a part of the team.

Students and their parents must subscribe to team communications by sending an email to <https://groups.google.com/d/forum/hot-team67>

- Students must regularly and frequently monitor team email communications in order to stay informed of team news, schedule and activities.
- All students are expected to be on time for all functions.
- Students are required to attend the security and safety meeting in the fall/winter of the year. Students will not be allowed on GM property on and in the shop until this is completed or unless invited by a mentor to participate in preseason activities that the mentor is directly supervising.
- Students must actively participate during the build season, at competitions, at community service events, and at fundraising events. Students are expected to follow directions and work diligently to learn the skills of their particular group and to complete the tasks assigned to them. When tasks are completed, students should proactively look for a new task.
- A cumulative grade point average of 3.0 is required for admission to the HOT Team.
- Minimum GPA may be set higher than 3.0 in the annual application document as approved by the board for that year.
- Students participating in HOT Team activities are expected to be passing all of their classes and maintain a 3.0 average or higher in their classes for all marking periods as established in application for current year. The academic progress of HOT Team students is monitored by teachers. Students are encouraged to seek assistance from teacher mentors so tutoring can be arranged to meet academic performance requirements. Students having academic difficulty may be asked to withdraw from specific activities, or may be placed on academic probation, or may be dismissed academically.
 - **Academic Probation**
Students who are not making satisfactory progress toward academic performance and high school graduation are placed on academic probation. Academic probation is a strong warning to students that their scholastic performance is less than that expected by members of the HOT Team. Notices of academic probation are sent to student and parent/guardian at the end of the marking period. Failure to improve after receiving a probation notice will result in academic dismissal from the HOT team (see below).

A student is placed on academic probation when any one of the following is true:

1. Cumulative GPA is below 3.0.
2. The GPA for the most recent marking period is below 3.0.

A student on academic probation will be removed from probation when all of the following are true:

1. The cumulative GPA is 3.0 or greater.
2. The GPA for the most recent marking period is 3.0 or greater.

Upon receiving a first notice of academic probation, a student must sit out for travel activities and activities that would require missing academic school day for at least one marking period. Upon receiving a second notice of academic probation, a student must sit out two marking periods from week day build season activities, weekday events and travel. Upon reinstatement after a second probation, failure to achieve good academic standing or show substantial academic progress within one marking period will result in academic dismissal.

o **Academic Dismissal**

A student is eligible for academic dismissal if the cumulative GPA is below 3.0 after a semester of academic probation or if the student is not restored to a good academic standing after two semesters of probation regardless of the cumulative GPA. A student who receives a notice of academic dismissal will not be permitted to continue to participate with HOT team.

o **Reinstatement**

A student suspended for unsatisfactory academic progress may apply for reinstatements through a written request to the board, after a period of non-enrollment. A student who is reinstated after academic dismissal will be reinstated on academic probation.

Section 3.07. Student Code of Conduct. The HOT Team is affiliated with the FIRST organization and is sponsored by General Motors Proving Ground. Since students on the team represent FIRST, General Motors, and the Huron Valley Schools, it becomes the student's responsibility to conduct themselves in a proper, professional manner, at all HOT Team activities. All student's actions should contribute to the success of the team. Membership on the HOT Team is a special privilege. Respect that privilege by following the Student's Code of Conduct.

Section 3.07.1. Student Behavior. The following behavior is expected of all students on the HOT Team.

- o All students shall demonstrate gracious professionalism; behaving in a courteous and respectful manner, showing good sportsmanship, teamwork, team unity, self-control, positive attitude and support for others.
- o Students must refrain from language and actions that might bring discredit upon them, their school, their home, their friends, FIRST, or upon the HOT Team.
- o The GM Proving Grounds is a secure area. Students must wear ID badges in a visible location at all times and may only be in the areas specifically designated by their mentors.

- Students should report to their mentor. If a student is not with their mentor, they must inform their mentor of their intended location.
- Personal cameras and active camera phones are NOT permitted inside the Proving Ground. (NOTE: If a student is inside the GM gate with a camera of any type without the GM Security sticker on the lens, the student will be removed from the property and from the team. There is no appeal of this action.)
- Only students with a photographic pass will be allowed to take photos at the Proving Ground.
- Students that need to bring their personal laptop onto the Proving Ground must obtain proper approval before doing so.
- No alcoholic beverages, illegal drugs, or tobacco in any form shall be possessed or used at any time or under any circumstances while representing the HOT Team. Use or possession of such substances may subject the student to criminal prosecution and dismissal from the team.
- Knives with blades longer than six inches and firearms are not allowed on GM property. Note that this includes in your car.
- Defacing or stealing any public or private property will result in dismissal from team and will be reported to the proper authorities.

Section 3.07.2. Student Safety. Students are required to act in a safe manner at all times while associated with the HOT Team. Students must be mindful of their safety and the safety of those around them at all times.

- Students must wear safety glasses with side shields at all times when in the shop, in the garage areas, in the pits at competitions, or around the robot.
- Students must be trained before they use any machinery.
- Students may only use the GM equipment designated by their mentors.
- Horseplay is not allowed.
- Closed toe shoes are required in the shop.
- Loose clothing, jewelry, and watches may not be worn in the shop.
- Long hair must be worn up when operating machinery.

Section 3.07.3. Dress. Students are required to follow the school dress code. No bare midriffs, no bare shoulders, no visible underwear and no open toed shoes.

Section 3.07.4. Dating. Dating another member of our team or members of other teams is highly discouraged. If you are dating a team member, it should not be apparent by your actions. Open display of affection at any robotics event is not allowed. This includes hand holding and other activities.

Section 3.07.5. Competitions. Participation in competitions is a lot of fun, but it is optional. Here are team guidelines for the competition.

- Team members attending the competitions are required to attend the whole competition. The exception to this is when parents need to remove the students. This will be done by having the FORM completed and give that to a teacher mentor when they pick up their child.
- While at competitions, students are expected to perform their assigned duties.

- Team members are required to remain with the team throughout the entire competition.
- Students shall keep their adult mentors informed of their specific activities and whereabouts at all times.
- Students may not use their own cars or ride in cars belonging to other students during the competition. By special circumstances with written mentor and parent approval will be allowed.
- The buddy system will be strictly enforced. Students must always be with their partner.
- Uniforms are to be worn at all times during competition.
- Safety glasses must be worn at all times by all team members and their guests while in the pit areas.
- Card playing, electronics, and other such activities are not allowed at competitions, but are allowed while traveling, at hotels and upon mentor/chaperon consent.
- Because travel is required to and from competitions, students not on the official roster for a competition must be accompanied by their parent if they wish to attend the event. Students not on the official roster, must not interfere with or interrupt team activities. If they do so, they will be asked to leave and they will jeopardize their future team travel opportunities.

Section 3.07.6. Room/Hotel Behavior. Student behavior should remain outstanding as they use hotels on HOT Team trips. Hotel rules include:

- Each student shall be in his/her hotel room by the published curfew.
- Room checks will be made nightly by mentors. Once a room check is made, students may not leave their room.
- Each student will be given the room number and phone number of the mentor(s) to call in case a problem arises during the night.
- Students of the opposite gender are not allowed to enter each other's room. When possible, we will have a designated room where students can socialize, play cards or watch movies together, while being supervised by a mentor or adult chaperone.
- Only people who are on the official HOT Team travel roster may be in a HOT Team hotel room. Students from other teams, friends or students from the HOT Team who are not on the travel roster may not be in HOT Team rooms.
- If a student violates the Code of Conduct, the student's parents will be notified. The student will be sent home at their parents' expense. Students violating the Code of Conduct at FIRST competitions will be disqualified from competitive awards.

Section 3.08. Student Travel Guidelines.

- Team members must be present at and actively participate in a minimum of 20 hours of HOT Team sponsored community service activities before January 1, of the build/competition season to participate in build season activities and travel. Community service hours will be recorded both by the individual student and the team mentors at the event.
- Team members must be present at and actively participate in a minimum of 90% of build season activities.

Section 3.09. Student Discipline. It is the intent of the Board and the mentors of the HOT Team that students will not need disciplining. However, in the event of students not following the team rules, this student may be disciplined. This discipline may be a warning up to and including removal from the team. Students and their parents may appeal any decision of the Board about discipline in writing explaining why they believe the decision has been made in error. The Board will review the appeal and notify the student and parent of the decision, which then will be final.

ARTICLE 4

COMMUNITY SERVICE AND FUNDRAISING

Section 4.01. Community Service. Every student is required to do some community service for the HOT Team. There are several community service events that we do each year. Others are on a request only basis. Examples of community service are: volunteering for events and mentoring FLL and FTC teams, The Milford Christmas Parade, Commerce Road trash pickup, Huron River cleanup, Milford Memories, and CASEY events—4-H, schools, YMCA, churches, etc.

Students are required to complete a minimum of 20 hours of community service for the HOT Team each year. Each event is assigned an hourly time frame and this is recorded towards the student's total. Students not achieving the required number of hours will not be allowed to take part in the build season, team events including competition and overnight travel (going to the Championship).

Section 4.02. Fundraising. Making sure that our team has money to operate is of high importance. To ensure that the team continues to have funds to operate, the team has, again, instituted fundraising, and events such as Milford Memories.

ARTICLE 5

TEAM FUNDING, TEAM EXPENSES, HANDLING TEAM FUNDS

Section 5.01. Team Funding. Funding for the HOT Team is from several sources. First, our sponsor, the GM Milford Proving Ground provides us with monetary grant for the season and another grant as a bonus for qualifying for the Championship. These funds are generally distributed to FIRST to pay for competition registration. In most years GM has also provided a financial grant to the team for direct application to the robot build during the season. The amount of this grant varies. GM also provides mentors and shop, build area, and materials.

Huron Valley Schools financially supports the team with teacher stipends, substitute teacher reimbursement, and transportation for travel to local events.

The team receives monies from the students in a Pay for Play format and an additional Build Fee fund that is used to cover the expense of robot building materials. Students traveling to out-of-state competitive events are expected to contribute an amount to defray the cost of transportation and lodging.

The HOT team also applies for local, state and national grants.

Section 5.02. Team Expenses. Team expenses are made up of the entry fees for the events we are attending, robot parts, team marketing (displays, banners, flags, buttons), items requested for team use as approved by the board (computers, tablets, tools, tool boxes, etc), food provided to the team during the season, travel, rooms, and entertainment during the World Championship event, and off season events. Fees for a particular year will be specified in the annual application.

Section 5.03. Handling Team Funds. The team will maintain a bank account at Huron Valley state Bank to deposit grants and fundraising monies. The HOT Team board treasurer will provide the board with status of this account at regular intervals and upon request of the board. The student Pay for Play fees are given to the Huron Valley Schools for management. The HOT Team has a separate account at the school and receives money and pays bills from this account. The Huron Valley Schools provides the Board with account status monthly or upon request.

ARTICLE 6

TEAM WEBSITE, GROUPS SITE

Section 6.01. Team Website. The HOT Team has a website to be used to promote FIRST and the HOT Team. The website address is: hotteam67.org. The site is updated as new stories or events about the HOT Team are added. The website group oversees the site.

Section 6.02. Team Group Site. The Team Group site is a method of sharing information with team members. Membership to the site is not limited to just current team members. Anyone, even members of other teams, may join at <https://groups.google.com/d/forum/hot-team67> current group subscription available via the website and annual application. New students and parents are requested to join the Groups site to receive notices from the team.

Since the Group site is open to anyone, all communications should be of a team nature and should be professionally done. No private team info (such as robot build info) should be shared on this site. Anyone abusing the site will be removed from the site.

APPENDIX A

HOT TEAM ORGANIZATION CHART

