

Bylaws

UP THE RATIOS (UTR) CHAPTER BYLAWS

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ARTICLE I: MISSION & LEGAL AUTHORITY

Section I:

Up the Ratios (UTR) is a legally registered 501(c)(3) nonprofit dedicated to dismantling STEM access barriers by repurposing robotics hardware, providing free curriculum, and supporting student-led robotics clubs at schools.

Section II:

Each UTR Chapter is an **official branch** of UTR, Inc. Chapters do not operate as independent legal entities but are legally and financially subordinate to the parent nonprofit.

ARTICLE II: CHAPTER PROGRAM PURPOSE, BENEFITS & EXPECTATIONS

Section I: Purpose

Each UTR Chapter is officially an Intro to Robotics Club that serves as a local hub to:

- Teach robotics basics, including building, wiring, coding, and problem-solving
- Prepare students for local, regional, or national robotics competitions (e.g., VEX, FRC)

- **Organize local STEM outreach workshops and share robotics knowledge with other schools**
- **Help Up the Ratios redistribute robotics parts and expand access to underserved teams**
- **Build an inclusive, respectful, collaborative environment representing UTR's mission and brand with integrity**

Section II: UTR Provides

- **Donated hardware & parts**, subject to availability
- **Beginner-friendly curriculum & lesson plans**
- **Training webinars & onboarding**
- **Chapter Support Sub-Team** for extra help and conflict resolution
- **Branding rights**, national directory listing, and publicity
- **Documented volunteer hours** and leadership recognition
- **Access to UTR-run pilot programs & micro-grants (when available)**

Section III: Chapters Must

- Hold **weekly meetings**
 - Maintain an inclusive, respectful environment
 - Submit **monthly activity & finance reports**
 - Use UTR donations responsibly, not for resale
 - Protect the UTR name and branding
 - Respond to check-ins from Expansion & Maintenance Leads
 - Teach robotics basics using the UTR curriculum
 - Host at least one outreach or workshop event per semester (recommended best practice)
 - Follow core member expectations: respect, collaboration, initiative, fun, and full participation in club activities
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ARTICLE III: CHAPTER OPERATIONS DIVISION — EXPANSION & MAINTENANCE

Section I: Joint Structure

The **Chapter Operations Division** includes:

- **Expansion Team:** Responsible for recruiting, onboarding, and verifying new chapters.
- **Maintenance Team:** Responsible for monitoring compliance, chapter health, and providing support.

Both teams have **equal operational power** and must collaborate.

Section II: Roles & Duties

1 Expansion Lead

- Develops recruitment strategy
- Supervises Outreach Officers (each must generate **25 new leads/month**)
- Coordinates onboarding with Maintenance Lead
- Reports weekly to the Director Team

2 Maintenance Lead

- Tracks chapter compliance and verifies reports
- Oversees the **Chapter Support Sub-Team** (acts like internal HR)
- Provides coaching, conflict mediation, extra resources
- Coordinates with Expansion Lead
- Reports weekly to the Director Team

3 Outreach Officers

- Required to deliver **25 new potential chapter leads each month**
- Reports progress weekly to Expansion Lead

4 Support Officers

- Assist Maintenance Lead with check-ins and support cases
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Section III: Joint Reporting

- Expansion & Maintenance Leads must produce a **single Monthly Operations Report** summarizing:
 - New leads and sign-ups
 - Active vs. inactive chapters
 - Compliance issues & resolutions
 - Support cases handled
 - Recommendations for improvements
 - Both Leads must present this together at the **monthly UTR Chapter Executive Team meeting**.
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ARTICLE IV: CHAPTER GOVERNANCE & LEADERSHIP

Each Chapter must have:

- President (Lead)
- Vice President
- Treasurer (mandatory)
- Secretary
- 3+ active members

Officers are appointed annually with Expansion & Maintenance approval. Alumni may coach but not hold officer roles.

ARTICLE V: FINANCIAL POLICIES

- Local funds must be used **only for robotics and club costs**.
 - Major expenses **>\$100** require Expansion or Legal/Financial Director approval.
 - Treasurers submit monthly expense reports using the official UTR template.
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ARTICLE VI: ACCOUNTABILITY, COMPLIANCE & REPORTING

- Chapters must hold weekly meetings and submit **monthly reports**.
 - Expansion & Maintenance Leads must monitor compliance jointly.
 - Leads failing to perform duties or submit reports may be removed by Director Team vote.
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ARTICLE VII: DISCIPLINARY PROCEDURES & CONFLICT RESOLUTION

- Minor issues: warning → probation → suspension.
 - Major violations: immediate officer removal, chapter probation or closure.
 - Disputes escalate:
 - ① Chapter Officers →
 - ② Support Sub-Team →
 - ③ Maintenance & Expansion Leads →
 - ④ Director Team (final ruling).
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ARTICLE VIII: INTELLECTUAL PROPERTY, BRANDING & DATA PRIVACY

- All curricula, logos, and digital content are UTR's intellectual property.
- Chapters may not alter branding or create new logos.

- Student data must be kept secure and comply with school policies.
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ARTICLE IX: GOVERNANCE HIERARCHY & FINAL AUTHORITY

① **Director Team:** Executive Director, Media Director, Legal/Financial Director, Outreach Director — ultimate governing body for all organizational, operational, and strategic decisions.

② **Chapter Operations Division:** Expansion Team & Maintenance Team — equal branches handling day-to-day growth and quality.

③ **Individual Chapters:** Must comply fully with all directives.

The Director Team may override any decision at any level when deemed necessary for the integrity and continuity of UTR's mission.

Section II: Chapter Executive Team Definition

The Chapter Executive Team (CET) is the central leadership body responsible for aligning all operations, expansion, compliance, branding, and mission strategy across the Up the Ratios chapter program.

The Chapter Executive Team (CET) consists of:

- **Executive Director** (*overall head of UTR*)
 - **Media Director**
 - **Legal/Financial Director**
 - **Outreach Director**
 - **Expansion Lead** (*head of new chapter recruitment*)
 - **Maintenance Lead** (*head of compliance & chapter health*)
 - **Chapter Support Lead** (*head of direct HR-style chapter assistance; may also be called HR Lead*)
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Section III: CET Meetings

The CET shall:

- Hold a **mandatory monthly Chapter Executive Team Meeting** to:
 - Review chapter growth and health reports
 - Discuss compliance issues and support cases
 - Approve or reject major structural or policy changes
 - Resolve conflicts that cannot be settled by the Chapter Operations Division alone
 - Ensure UTR's mission, brand, and donor promises are being upheld

Both the **Expansion Lead and Maintenance Lead must jointly present** their Monthly Operations Report during this meeting.

The Executive Director sets the agenda and chairs the meeting. Quorum requires at least **two Directors and both Operational Leads (Expansion + Maintenance)** present.

Section IV: Final Authority

- The CET's decisions are binding on all chapters, teams, and local officers.
 - **The Executive Director retains discretionary authority to resolve urgent or extraordinary circumstances to protect the nonprofit's interests, reputation, or compliance status.**
 - Any interim decision by the Executive Director must be presented to the Chapter Executive Team at the next meeting for ratification and incorporation into official records.
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ARTICLE X: NAME & BRAND INTEGRITY

- The name "**Up the Ratios (UTR)**" and all related marks belong solely to the nonprofit.
 - Chapters must use the name, slogan, and logo responsibly, with no unauthorized changes.
 - Brand misuse is grounds for immediate chapter termination and possible legal action.
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ARTICLE XI: AMENDMENTS & DISSOLUTION

- Amendments require a **majority Director Team vote** with input from Expansion & Maintenance Leads.
- Chapters inactive for 2+ consecutive months may be dissolved.
- Violations causing reputational or financial harm may trigger immediate closure.

Chapter President Agreement

Up the Ratios (UTR) Official Chapter Agreement

This Agreement is made between Up the Ratios, Inc. (UTR) and the local student-led robotics chapter named below.

1 Chapter Information

School/Organization Name: _____

Chapter President Name: _____

Chapter President Email: _____

Chapter Treasurer Name: _____

UTR Assigned Expansion Lead: _____

UTR Assigned Maintenance Lead: _____

2 UTR Provides

UTR agrees to provide this chapter with:

- Access to repurposed robotics hardware and parts (as available)
 - Official beginner-friendly curriculum and lesson plans
 - Branding rights (name, logo, slogan) and national directory listing
 - Training webinars and onboarding support
 - Ongoing help from the Chapter Support Sub-Team for conflict resolution and extra resources
 - Documented volunteer hours for active officers
 - Priority access to pilot programs, micro-grants, and special opportunities
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3 The Chapter Agrees To

This chapter agrees to:

- Hold at least **one weekly meeting** during the school year
 - Maintain an inclusive, respectful environment for all members
 - Use UTR equipment responsibly and solely for educational purposes
 - Submit **monthly activity and finance reports** using the official UTR template
 - Respond promptly to check-ins from UTR Expansion & Maintenance Leads
 - Protect the UTR name and branding by following brand guidelines
 - Notify UTR if leadership changes or problems arise
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4 Legal & Compliance

- The chapter operates under the legal and financial umbrella of Up the Ratios, Inc. and does not have independent legal status.
 - Any misuse of UTR resources or branding may result in immediate suspension or termination of this chapter.
 - The chapter accepts oversight by the UTR Chapter Executive Team, including compliance audits if needed.
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5 Agreement Term

This agreement is valid for **one academic year** and will automatically renew if the chapter remains in good standing and submits all required reports.

6 Signatures

By signing below, both parties agree to uphold the UTR mission and all conditions of this agreement.

Chapter President Signature: _____

Date: _____

UTR Executive Director or Authorized Director Signature: _____

Date: _____