



International Robotics Honor Society

ADVISOR'S GUIDE

FIRST EDITION

2018-2019



Advisor's Guide

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Recognizing Student Excellence in Robotics

Table of Contents

Welcome.....	3
Introduction.....	4
History	5
Constitution	6
Chartering Process for Schools.....	14



Welcome

Recognizing Student Excellence in Robotics

Welcome from the REC Foundation,

We are glad to be able to release this new program that provides you with the resources to celebrate the accomplishments of your most dedicated students in the field of robotics. “Recognizing Student Excellence in Robotics,” is the tagline for the program and will allow you at the school level to showcase the long hours, hard work, and dedication that your students have put in on your campus. Celebrating their commitment to excellence in academics, service, robotics, and character can inspire even more students to reach for this goal. It can also demonstrate to the importance of their work in STEM to their families, school administration and the community.

Sending best wishes to all who are involved,

Robotics Education & Competition Foundation





Introduction

Recognizing Student Excellence in Robotics

The Robotics Education & Competition (REC) Foundation's mission is to increase student interest and involvement in science, technology, engineering, and mathematics (STEM) by engaging students in hands-on, affordable, and sustainable robotics engineering programs.

This initiative will provide students with official recognition of their robotics accomplishments during their high school careers. Once schools have applied for and received a charter for the International Robotics Honor Society they will be able to open the annual process to allow qualified students to apply and be inducted into a special organization.

The purpose of this guide is to provide support for chapter advisors. Information includes the current constitution, the student application, the evaluation process, along with guidelines for all chapters.

Updates for advisors will be available on roboticseducation.org tab for the International Robotics Honor Society. School Chartered Programs are the foundation upon which to build. Advisors and robotics coaches are the critical variable that determines whether desirable student outcomes will be achieved through students' activities. Use this guide as a means of direction as well as reference tool for students, parents, and coaches throughout the school year.

Each high school sets its own specific criteria for selection within a set of broad guidelines. selection requires a minimum GPA of 3.0. Students must demonstrate evidence of significant leadership accomplishments, service to school and community and good character. Students must truly be leaders, which means they have contributed both time and ideas to improve school climate and activities. A guideline for community service is generally that the student has a regular, ongoing commitment in addition to participating in one-day events.

Students are considered for selection at the end of the second quarter of their sophomore, junior, and senior years. Once selected for membership, a student must continue to maintain the same high standards of leadership, character, scholarship, and service and must participate in chapter activities in order to remain a member.



History

Recognizing Student Excellence in Robotics

- 2008** The inaugural VEX Robotics World Championship Event took place at California State University in Northridge, California. Nearly 100 teams took part playing a game called Bridge Battle.
- 2009** The Robotics Education & Competition Foundation was established with the championship event doubling in size and moving to Dallas, Texas, for the next two years. The inclusion of a new program called VEX U was added now providing college students with an opportunity to compete beyond high school. The Online Challenges were also added in 2009.
- 2011** The program numbers swelled beyond 3,300 teams and the World Championship event, with more than 400 teams, moved to the ESPN Zone at Walt Disney World.
- 2012** The scholarship program was launched. The World Championship moved to its new home at the Anaheim Convention Center for the next three years and welcomed more than 600 teams. The VRC curriculum was produced and the Hall of Fame was developed.
- 2013** The pilot season for the VEX IQ program launched. Its debut came at the World Championship event and included both elementary and middle school teams.
- 2014** We welcomed more than 10,000 teams worldwide. The VEX IQ curriculum was added and the Industry Certifications program was developed.
- 2015** The World Championship event was moved to Louisville, Kentucky, as more than 1 million square feet of space was needed to welcome the 1,000 teams that would be competing in the VEX IQ Challenge, VRC, and VEX U Divisions. The name of the event was changed to VEX Worlds. The District-wide Team Grant and Teacher Training Program was added.
- 2016** The Guinness Book of World Records named the VEX Robotics World Championship the world's largest robotics competition. The Girl Powered initiative was rolled out across the country after a successful three-year pilot program in California.
- 2017** The 10th Annual VEX Robotics World Championship took place with more than 1,400 teams in attendance representing more than 30 different nations.
- 2018** The development and implementation of the International Robotics Honor Society began.



Constitution of the International Robotics Honor Society

First Edition 2018-2019

Recognizing Student Excellence in Robotics

Introduction

This version of the International Robotics Honor Society Constitution has been approved for all chapters on **January 15, 2018** by the REC Foundation International Robotics Honor Society Committee.

Table of Contents

ARTICLE I: Name and Purpose	ARTICLE X: Discipline and Dismissal
ARTICLE II: The International Council	ARTICLE XI: Chapter Officers
ARTICLE III: State Organizations	ARTICLE XII: Executive Committee
ARTICLE IV: Local Chapters	ARTICLE XIII: Meetings
ARTICLE V: The Principal	ARTICLE XIV: Activities IRHS Constitution, Version
ARTICLE VI: The Chapter Adviser	ARTICLE XV: Official Insignia
ARTICLE VII: Faculty Council	ARTICLE XVI: Chapter Bylaws
ARTICLE VIII: Membership	ARTICLE XVII: Amendments
ARTICLE IX: Selection of Members	

ARTICLE I: NAME AND PURPOSE

Section 1.

The name of this organization shall be the International Robotics Honor Society (IRHS).

Section 2.

The purpose of this organization shall be to create enthusiasm for STEM scholarship through robotics, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3.

IRHS is a program of the Robotics Education & Competition Foundation 1519 Interstate 30 West Greenville, TX 75402, a 501(c)(3) not-for-profit association.

ARTICLE II: THE INTERNATIONAL COUNCIL

Section 1.

The control of this organization shall be vested by the REC Foundation IRHS Committee.

Section 2.

There shall be an International Council to advise the REC Foundation International Robotics Honor Society Committee regarding IRHS and its policies and procedures.

Section 3.

The International Council shall consist of between three and five members appointed by the Robotics Education & Competition Foundation, one representative chosen from each of the RECF administrative regions, two at-large school administrators (from any region). The program director from the REC Foundation of shall be an ex-officio member of the International Council.

Section 4.

Members shall be appointed for a term of no more than three years.

Section 5.

A simple majority of members shall constitute a quorum of the International Council.

ARTICLE III: STATE ORGANIZATIONS

Section 1.

Local chapters may choose to organize state associations.

Section 2.

Any state association of International Robotics Honor Society chapters shall conform to this Constitution and shall work with REC Foundation in furthering the purposes of this organization.

Section 3.

All state associations shall be affiliated with the International Robotics Honor Society.

Section 4.

The state affiliate shall not serve as an appeal board for local chapter non-selection or dismissal cases.

Section 5.

Bylaws of the state associations must be approved by the REC Foundation and must be consistent with the IRHS Constitution.

ARTICLE IV: LOCAL CHAPTERS

Section 1.

Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools that are accredited or approved by state departments of education or by accrediting agencies approved by NASSP are eligible to apply for a charter for a local chapter. Each school shall have its own chapter.

Section 2.

Each school with a chapter shall pay an annual affiliation fee approved by the REC Foundation International Robotics Honor Society Committee.

Section 3.

The annual individual member dues paid to a chapter if any, shall not exceed twenty dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.

Section 4.

Duly chartered local chapters shall conform to this Constitution as set forth by the REC Foundation International Robotics Honor Society Committee. Failure to do so may result in the loss of the charter.

ARTICLE V: THE PRINCIPAL

Section 1.

The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2.

The principal shall annually appoint a member of the faculty as chapter adviser, who may serve consecutive terms.

Section 3.

The principal shall annually appoint a Faculty Council composed of three members of the school's faculty who may serve consecutive terms and may include school administration.

Section 4.

The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

ARTICLE VI: THE CHAPTER ADVISER**Section 1.**

The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2.

The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the REC Foundation.

Section 3.

The chapter adviser shall regularly review each member for compliance with IRHS standards and obligations.

Section 4.

The chapter adviser shall help the chapter officers understand and carry out their duties.

Section 5.

The chapter adviser shall be a member of the Faculty Council.

Section 6.

The chapter adviser shall be a member of the faculty, appointed annually by the principal, and may serve consecutive terms.

ARTICLE VII: FACULTY COUNCIL**Section 1.**

The Faculty Council shall consist of three voting faculty members appointed annually by the principal. The chapter adviser shall be a member of the Faculty Council. The principal or assistant principal may be included on the Faculty Council.

Section 2.

The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3.

The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Section 4.

The Faculty Council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this Constitution and IRHS policies.

ARTICLE VIII: MEMBERSHIP

Section 1.

Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding STEM scholarship, Robotics participation, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2.

Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3.

The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, IRHS advisers, adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the International Robotics Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section 4.

Candidates become members when inducted at a special ceremony.

Section 5.

An IRHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section 6.

Members who resign or are dismissed are never again eligible for membership or its benefits.

ARTICLE IX: SELECTION OF MEMBERS

Section 1.

To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshmen [*ninth graders*] are not eligible.) Candidates must have attended the school the equivalent of one semester.

Section 2.

The national minimum standard for scholarship shall be a cumulative scholastic average of at least 85 percent, B+, or 3.5 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of STEM Education, Robotics participation, service, leadership, and character.

Section 3.

The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

Section 4.

A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of IRHS.

Section 5.

The Robotics Education & Competition Foundation shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

ARTICLE X: DISCIPLINE AND DISMISSAL

Section 1.

The Faculty Council, in compliance with the rules and regulations of the International Robotics Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

Section 2.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

Section 3.

The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

Section 4.

In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council.

Note: This hearing is required and is considered "due process" for all members.

Section 5.

For purposes of dismissal, a majority vote of the Faculty Council is required.

Section 6.

A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

Section 7.

The REC Foundation shall hear no appeals in dismissal cases.

Note: Refer to Article VIII, Section 6 regarding the permanent consequences for members when dismissed.

ARTICLE XI: CHAPTER OFFICERS

Section 1.

The officers of the chapter, their duties, and the method of their election shall be determined by the members of the chapter, approved by the Faculty Council and the principal, and described in the chapter bylaws.

Section 2.

New officers shall be installed at a special ceremony. This can be the same ceremony as the student induction ceremony.

ARTICLE XII: EXECUTIVE COMMITTEE

Section 1.

The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2.

The executive committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

Section 3.

The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE XIII: MEETINGS

Section 1.

Each chapter shall have regular meetings during the school year on days designated by the executive committee and in accordance with school policy and regulations.

Section 2.

The regularity of the meetings (i.e., weekly, monthly, or bimonthly) shall be designated in the chapter bylaws.

Section 3.

The chapter president or other designated student leader may call special meetings approved by the executive committee.

Section 4.

Chapters shall conduct meetings according to Robert's *Rules of Order, Newly Revised* in all points not expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV: ACTIVITIES IRHS Constitution, Version

Section 1.

Each chapter shall determine at least one STEM/Robotics service projects for each year.

Section 2.

All members shall regularly participate in approved chapter projects.

Section 3.

These projects shall have the following characteristics: Fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; be well planned, organized, and executed.

Section 4.

Each member shall have the responsibility for choosing and participating in an individual service project that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.

Section 5.

Each chapter shall publicize its projects in a positive manner.

ARTICLE XV: OFFICIAL INSIGNIA

Section 1.

This organization shall have an official emblem. The emblem shall be uniform and its distribution and rules for its use shall be determined by the REC Foundation.

Section 2.

Each active, graduate, or honorary member in good standing with the chapter shall be entitled to wear this emblem.

Section 3.

Any member who resigns or is dismissed shall return the emblem to the chapter adviser.

Section 4.

All insignia must be procured from the REC Foundation office of the International Robotics Honor Society, 1519 Interstate 30 West Greenville, TX 75402. All insignia are registered with the United States Patent and Trademark Office and may not be copied by anyone without written permission of the IRHS national office. (See *also*, Logo Usage Guidelines as found at www.roboticseducation.org/IRHS)

Section 5.

The tagline of the International Robotics Honor Society shall be *Recognizing Student Excellence in Robotics*

Section 6.

The official colors of the International Robotics Honor Society shall be Silver and Blue.

Section 7.

A graduate member may purchase a replacement for a lost emblem by verifying membership to their high school and requesting them to place an order through the provider.

ARTICLE XVI: CHAPTER BYLAWS

Section 1.

Each chapter shall write bylaws to amplify sections of this Constitution and to clarify operating procedures of the chapter. Bylaws do not need the approval of the REC Foundation but must be consistent with this Constitution.

Section 2.

The chapter bylaws shall contain information concerning the election and duties of officers, the schedule of meetings, member obligations, dues, and the like.

ARTICLE XVII: AMENDMENTS

This Constitution may be amended by the REC Foundation based on input from the RECF staff and the International Council.

Notes:

1. Article IX, Section 1

Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal or chapter adviser pursuant to the candidate's selection. On the basis of the recommendation of the previous principal or chapter adviser, the Faculty Council may waive the semester regulation.

2. Article IX, Section 2

Local chapters may raise the cumulative GPA standard above the national minimum, or increase standards for the remaining selection criteria, apply them fairly and consistently, and include these standards in their locally published selection procedures.

3. Article X, Section 1

To maintain compliance, all local procedures must conform to the full provisions of this article. Faculty Councils can consider disciplinary actions that are less severe than dismissal if circumstances warrant.

4. Article XII, Section 3

This section is generally viewed to include chapter activities except those with regards to the selection, discipline, and dismissal of members which are the sole domain of the chapter's Faculty Council per the provisions of Article VII, Section 4.



Chartering Process for Schools

Recognizing Student Excellence in Robotics

Setting up a New Chapter

The following six-step process will provide you with the information to develop the charter for the International Robotics Honor Society chapter at your school.

1 Make a Commitment to Develop a Chapter

To develop and maintain a chapter, a school must:

- Follow the IRHS Constitution's guidelines as found on the REC Foundation site.
- Select a faculty member to serve as chapter adviser. (Principals may appoint co-advisers, although the REC Foundation requests that a single individual be identified as the official contact for the chapter). This adviser will also serve as an ex-officio, non-voting member of the Faculty Council (see below.)

NOTE: The principal or assistant principal may serve as the Honor Society adviser (per the constitution).

- Appoint a 3-member Faculty Council to develop and administer the selection, discipline, and dismissal procedures for the chapter. Two teachers and one administrator.
- Agree to provide the facilities and material support to maintain the chapter including appropriate time and resources for the chapter adviser to develop his or her professional skills as an activity adviser.
- Maintain an active annual affiliation with the REC Foundation.

2 Contact the REC Foundation to Get Questions Answered

You may submit questions by sending an email to: nancy_mcintyre@roboticseducation.org

Obtain a charter application. Download the IRHS application below.

Please identify a specific contact person (adviser or principal) and the full name of your school when contacting the REC Foundation. Parents and students cannot apply for a charter but may print out this information and submit it to local school officials for their consideration. Applications for charter membership will not be accepted from parents or students.

3 Complete a Charter Application

Charter application needs to be filled out online, with all appropriate information provided. To complete the charter application, the principal must first identify and appoint a chapter adviser. In addition, the principal will need to appoint a three-member Faculty Council whose duties will be outlined on our site and will be sent to successfully-chartered new chapters. The application requires the principal's signature.

The Chartering Process

Steps 1-6

1. [Make a Commitment to Develop a Chapter](#)
2. [Contact the REC Foundation to Get Questions Answered](#)
3. [Complete a Charter Application](#)
4. [Submit Charter Application](#)
5. [Submit \\$100 Program Fee for the Year](#)
6. [Set Up and Maintain the Chapter on Your Campus](#)

Download your IRHS Chapter Application:

- [IRHS Charter Application](#)

You will be asked to provide the following information the questions:

- **A chapter name** (Use the name of the school as "Washington High School IRHS.")
- *Nonpublic schools* are required to provide **proof of accreditation** by supplying a copy of the school's accreditation letter or certificate with the name of the accrediting agency and the date of your school's formal accreditation and expiration. Accreditation must be completed and on record for the school to gain approval for a chapter. A list of the [accrediting agencies](#) accepted is found below and also will be provided in the charter application. This list includes the six major regional accrediting agencies among other groups. Proof of formal approval by the school's state department of education can be submitted in lieu of accreditation.
- The **principal's signature** is required to indicate approval of the application and the stated conditions.
- **Payment of the chartering fee** of \$100 payable by credit card will be required upon approval of the charter This fee will include affiliation with the REC Foundation IRHS program for the remainder of the current school year (through June 30.) This affiliation is required by the constitution. Payments will need to be made by credit card through Paypal. We are not able to process Purchase Orders or checks at this time.

4

Submit Charter Application

Once the form is completed it should be returned with payment to the REC Foundation where it will be processed. Please allow 2 to 3 weeks for approval and processing. Applications are approved from July 1 through November 30 each year; submissions after November 30 will be processed after July 1.

5

Submit \$100 Program Fee for the Year

Upon acceptance organizations must submit the \$100 fee via the online payment form. At this time, we are only accepting credit card payment for the chartering fee.

6

Set Up and Maintain the Chapter on your Campus

Once your charter has been approved, a letter of congratulations, access to other relevant information from the REC Foundation will be posted on our site. The principal, adviser(s), and Faculty Council should then review the information and develop the following guidelines:

- **Selection Procedures**, including a proposed calendar for this process that indicates the proposed induction ceremony date. This procedure must be **published** and available for review as per the guidelines.
Note: A recommended selection procedure can be found on our site.
- **Discipline and Dismissal procedures:** The relevant information for the required procedures for these situations is posted on our site. Local chapters may wish to elaborate on or extend the IRHS guidelines and should do so in writing to guarantee compliance with local school system policies and to assure consistency in the implementation of the procedures.

- **Chapter bylaws.** All chapters must develop local bylaws. It is recommended that student members be involved in the formation of local chapter bylaws. Bylaws should make reference to all *obligations of membership* including participation in both the annual chapter service project (as required by the constitution). Information on writing your new bylaws is available on our site and from other local schools as they develop their IRHS chapters.

Maintaining an Active Chapter

Your paid chartering fee includes affiliation with the REC Foundation for the current school year (through June 30.) Affiliation must be maintained through annual renewals to preserve the active status of your school's IRHS chapter.

Renewal notices will be sent automatically in the spring to the principal with reminder notices to IRHS advisers. Payment is due by June 30 each year. Use the annual renewal to update the REC Foundation on your school's address, principal's name, and chapter adviser information. All school affiliations (i.e., the membership year) run from July 1 to June 30.

For additional information please contact the national office of IRHS at the following email address.

REC Foundation

Email: IRHS@roboticseducation.org

IRHS Accepted Accrediting Organizations

The constitutions for IRHS require all **Nonpublic Schools** (private, parochial, other) to either be accredited by one of the accepted accrediting agencies listed below or by the state department of education in their state. The list that follows is of those accrediting agencies recognized by the IRHS and the REC Foundation for this purpose. This list is updated annually.

When applying to establish a new chapter, after listing the accrediting organization on the official Charter Application, **applicant schools are asked to provide verification of this accreditation.** Verification can be in the form of a copy of the letter received at the school indicating that full accreditation has been granted (and not 'candidate' status), a copy of the accrediting certificate, or a copy of a list of schools that have been approved for accreditation (and containing the applicant school's name). Accreditation must be completed at the local level before a charter application can be approved.

National and Regional Accrediting Agencies	
Middle States Association of Colleges & Schools,	http://www.css-msa.org/
New England Association of Schools & Colleges,	www.neasc.org
North Central Association Commission on Accreditation and School Improvement (AE) (formerly the North Central Association of Colleges & Schools),	www.ncacasi.org and http://www.advanced.org/what-accreditation
Northwest Accrediting Commission (AE),	remote.northwestaccreditation.org/webportal/default.aspx
Southern Association of Colleges & Schools (AE),	www.sacs.org
Western Association of Schools & Colleges,	www.wascweb.org

Please contact the REC Foundation if you need additional clarification of these instructions.