

# SAE International Student Chapter Constitution

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## Article I: Name

The name of this organization shall be “SAE International Student Chapter”

## Article II: Purpose & Mission Statement

Mission: To expand upon the ISU classroom education through participation, leadership, outreach, design, and fabrication in the teams laid out as Aero, Baja, Clean Snowmobile Challenge, and Formula in the SAE Collegiate Design Series competitions.

## Article III: Statement of Compliance

SAE International Student Chapter abides by and supports established Iowa State University policies and state and Federal Laws and follows local ordinances and regulations. SAE International Student Chapter agrees to complete the President’s Training and Treasurer’s training annually.

## Article IV: Non-Discrimination Statement

SAE International Student Chapter does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## Article V: Membership

### Section 1: Requirements

Membership in SAE International Student Chapter shall be open to all registered students at Iowa State University and its faculty and staff. This ISU chapter is also available to non-ISU students who are student members of SAE International Student Chapter. A member of SAE International Student Chapter at Iowa State University shall attend regular meetings and actively participate in the service projects set by the organization. Dues shall be paid by every participating member within two weeks of becoming a member. Graduating members shall maintain membership until the end of the season in which they graduated.

### Section 2: Removal

- a. Reasons for removal may include but are not limited to, the use of derogatory language, bullying, harassment, theft, financial misconduct, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. A formal call for any member’s removal by any other member must first be brought to the Executive Council (refer to Article VI Section 1.a). A member may call for the removal of another member by contacting any member of the organization’s Executive Council and requesting to discuss their concerns at the nearest cabinet meeting.

### Section 2a: Termination of Members

- a. Individual membership can be revoked with a simple majority of the General Cabinet's vote.
- b. Members in question of termination have the right to attend and speak for up to 5 minutes at each meeting where a vote occurs. The member may appoint a liaison to represent them and must be notified of the vote at least three (3) business days in advance.
- c. The General Cabinet is allowed time to discuss charges without the accused present.
- d. Voting only occurs after the member is given the option to speak.

### Section 2b: Termination of Officers

- a. Membership in the General Cabinet may be revoked by a simple majority vote of the other members of the General Cabinet.
- b. Membership on the Executive Council, including Advisor(s), may be revoked by a  $\frac{3}{4}$  vote of the members of the General Cabinet and a simple majority vote of the other team members present from the team at a general meeting.
- c. Members in question of termination have the right to attend and speak for up to 5 minutes at each meeting where a vote occurs.

### Section 2c: Voting

- a. A vote of the General Cabinet shall take place during the next regularly scheduled cabinet meeting.
- b. A vote involving the members from more than one (1) team shall occur at a chosen time that works best for as many members as possible, as soon as possible.
- c. Only members of the voting body may be present during their deliberation and vote.
- d. The Executive Council shall only vote in the case of a tie and shall have one vote.
- e. Anyone making a statement (including the accused) will not be allowed to vote.

### Section 2d: Termination/Impeachment Proceedings

- a. A hearing shall take place before voting on the Termination/Impeachment of any member.
- b. Only student members of SAE, the faculty advisor, and approved non-members may be present at any hearing. Non-members must be approved by a simple majority vote of the general cabinet members before the hearing.
- c. The purpose and scheduling details of the hearing must be clearly defined and announced at least one week in advance.
  - The specific charges made against the accused member shall be made available at the request of any non-voting member before the hearing.
  - Specific evidence/documents may be shared with a non-voting member if first approved by the witness.
  - Requesting and receiving specifics about the charges before the hearing nullifies the member's right to vote.
- d. Specific charges shall be read aloud at the beginning of the hearing.
- e. Only matters relating to the defined topics shall be considered at the hearing.
- f. Members have the right to attend and speak for up to 5 minutes.

- g. Members may submit a written statement to the Executive Council before the hearing, which will be read aloud by a member of the Executive Council for up to 5 minutes after all in-person members have made their statements.

#### Section 2e: Renewal

- a. The terms of renewal will be determined on a case-by-case basis by the presiding General Cabinet.

### **Article VI: Officers**

#### Section 1: Titles

- a. The **Executive Council** shall consist of the President, Treasurer, and Faculty Advisor.
- b. The **General Cabinet** shall include the Technical Director and Project Director from each team and all Elected Cabinet Members except those in the Executive Council.

#### Section 2: Eligibility

Members may hold only one position on the General Cabinet or Executive Council. Cabinet Members must maintain the following in order to be eligible Officers.

- a. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- b. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester before their election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
- c. Members will be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

#### Section 3: Elections

- a. All standard elections shall be held in the latter half of the spring semester.
- b. All SAE General Elections shall be held before individual team elections.
  - Guideline: about one week after Spring Break
  - All SAE General positions shall be elected by a simple majority of the General Cabinet.
- c. Team Elections shall be organized and held by the individual teams.
- d. If an Officer is removed, the replacement procedure is the same as the election procedure, except it shall occur at the first General Meeting following the removal.

#### Section 4: Terms

The start date of the term of office of all General Cabinet positions will begin in May (or on a rolling basis throughout the summer) after the last general meeting, with the exception of the Treasurer, who will start in the Fall after completing the required ISU Treasurer Training.

## Section 5: Positions

### 1. Team-Based Responsibilities

- a. All upkeep and edits on team-related pages on the SAE International Student Chapter website.
- b. Each team must field a Technical Director, Project Director, and Safety Officer
  - 1) Project Director Specifics.
    - Maintain accurate record of team transactions.
    - Keep both a digital record of all team-related receipts and financial documents.
    - Assist Treasurer in organization budget creation.
    - Responsible for collecting team-related mail and checks.
    - Shop cleaning as defined by the Safety Officer.
- c. All teams are allotted two votes in the General Cabinet.
- d. Members may attend as “Concerned Citizens” and listen and contribute.

### 2. Safety Officer

- a. Help minimize potential risks for club activities.
- b. Recommend risk management policies and procedures to SAE International Student Chapter.
- c. Submit documentation to Iowa State University’s Risk Management office.
- d. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- e. Ensure that Iowa State University policies are followed at all the organization’s events.
- f. Maintain informational training database with Governance Board/EH&S.
- g. Work in conjunction with team Safety Officers to ensure shop cleanliness.
- h. Maintain a weekly presence in the shop.
- i. Responsible for organizing shop safety training. Min once per semester
- j. Ensure all members have web-based shop safety quizzes completed before operating machinery.
- k. Responsible for updating and posting shop safety rules and regulations.
- l. Primary Safety Representative in the Governance Board
- m. Responsible for tool audit and chemical inventory

### 3. President

- a. Creates agendas, facilitates prior notifications and reviews, and presides over cabinet and combined general meetings.
- b. Represents the organization on campus and is the primary representative in the Governance Board meeting.
- c. Ensure that the organization complies with the standards set forth by Iowa State University and the Student Activities Center.
- d. Maintain communication with the organization’s Advisor, Vice-President, Treasurer, and Vice Treasurer.
- e. Schedules cabinet and relevant committee meetings
- f. Must attend all ESC meetings and report to cabinet.

- g. In charge of the Executive Council and ensures that each position upholds the commitment of the role.
  - h. Performs monthly audit of financial log with Treasurer, Vice President, and Vice Treasurer to ensure conformity of purchasing with individual team logs.
4. Vice-President
- a. Preside over cabinet and combined general meetings in the absence of the President.
  - b. Assist the President as needed.
  - c. Communicate regularly with the Advisor, President, and Vice Treasurer.
  - d. Take minutes at every General Cabinet meeting.
  - e. Secondary member of the Governance Board
  - f. Performs monthly audit of financial log with President, Treasurer, and Vice Treasurer to ensure conformity of purchasing with individual team log.
5. Treasurer
- a. Maintain accurate record of organization transactions (Project Directors will maintain separate team balance sheets on CyBox, but it is the treasure's job to ensure these are accurate as well as maintain general and outreach sheets)
  - b. Pick up the Account Summary from the COA office in August, document it on CyBox, and use it to calculate Student Government Allocation reimbursement for each team.
  - c. Preparing the annual student organization budget
  - d. Responsible for all communication to the COA and University in terms of finances
  - e. Must attend all ESC meetings.
  - f. Prepares and obtains Student Government, ESC, and CoE Matching Funds requests.
  - g. Performs monthly audit of financial log with President, Vice President, and Vice Treasurer to ensure conformity of purchasing with individual team logs.
  - h. Provide updates to teams on their official account balance through both cabinet updates and email when requested by Team Leadership.
6. Vice-Treasurer
- a. Fill in for the Treasurer in their absence.
  - b. Assist Treasurer as needed.
  - c. Communicate regularly with the Treasurer.
  - d. Perform monthly audits of the financial log with the President, Treasurer, and Vice-President.
7. Marketing Director
- a. Maintain club website and student org page.
  - b. Work with teams to create and maintain flyers, marketing, and promotional materials.
  - c. Plan SAE recreational activities and events (whole club or individual teams)
  - d. Create merchandise in collaboration with teams.
  - e. Plan SAE-wide sponsor meetings.
  - f. Can have a committee of people working under them if they wish.

### Section 6: Voting in Cabinet Meetings

All sitting cabinet members, with the exception of the President, Faculty Advisor, and Marketing Director, shall have one vote to cast during votes in all cabinet meetings. A cabinet member, or a backup member appointed for that meeting to represent, must be in the cabinet meeting to vote. The President shall act as a tie-breaker vote. If the President is absent, the Vice President shall hold this role. The Marketing committee shall have one vote total. They will deliberate and decide on how to disperse their vote.

## **Article VII: Advisor**

### Section 1: Duties

- a. The duties of the Advisor are to provide general oversight to the group and ensure that the organization complies with the standards set forth by Iowa State University and Memorial Union Student Engagement.
- b. The Advisor has the complete and final say on safety-related matters. It is the responsibility of the General Cabinet and Safety Officer to explain work practices and how they ensure the safety of each member.
- c. The advisors will serve their duties to the best of their abilities.
- d. The Advisor of the organization shall provide advance notice when resigning.

### Section 2: Method of Selection

- a. Officers shall verbally nominate advisor candidates at a pre-determined Officer meeting.
- b. A candidate may be elected through a majority vote of Officers.
  - Officers will vote through a show of hands.
  - All Officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the organization's Officers will repeat steps (a)-(c).

### Section 3: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of the General Cabinet at a Cabinet meeting.
  - Grounds for removal include but are not limited to failure to uphold the position's responsibilities, use of derogatory language, bullying, harassment, theft, financial misconduct, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given a reason for removal at least one week before voting.
- c. The Advisor will be given the opportunity to speak in front of the General Cabinet before a final decision is made. The Advisor may speak for 5 minutes; then, they must leave the room while voting and deliberation occur.
- d. The Advisor will be notified of the decision once rendered.

- e. In the event that the advisor resigns or is impeached, the procedure outlined in Article VII Section 2 shall be followed in order to replace them.

## **Article VIII: Finances**

### Section 1: Fund Disbursement and Expenditure Procedure

All money belonging to this organization shall be deposited and disbursed through a bank account established at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment. **General fund use or funds used on new SAE International CDS team(s) deemed a major purchase will be decided by a majority vote of all members present at the meeting in which the proposal is made.** Any decision to combine or separate COA accounts must be discussed and voted on by the Executive Council and the General Cabinet before making any changes. A majority vote stands for one semester.

### Section 2: Dues Collection

The General Cabinet shall set yearly dues at the first meeting of the fall semester before the first general meeting. **Dues will not exceed \$50.** Dues shall be collected by at least the third general team meeting of each semester from all members. Teams must collect dues. All student members, including Team Leaders, Executive Council members, and Graduate Students, must pay dues. Faculty Advisors are exempt from paying dues.

### Section 3: General Fund Payments

As set forth by this document, each team will pay dues yearly at the start of each fall semester at Iowa State University. \$20 of each due-paying member will be put into the General Fund. All dues must be received by the Treasurer of SAE International Student Chapter, who shall deposit the funds into the COA office and will be distributed to each team and general fund accordingly.

### Section 4: Financial Probation

When a team's Theoretical and/or Actual Balance (whichever value is lower) falls below \$1000, that team must stop making purchases with their P-Card and must not rent out University Vehicles from ISU Transportation. Should a team be put on Financial Probation, their Actual Balance must be  $\geq$ \$1500 before their status is reverted. Should a team on Financial Probation continue making purchases, the Treasurer will email the COA's P-Card Administrator and set the team's P-Card(s) limits to zero. Should this action need to be taken, that team's Financial Probation will not be lifted until their Actual Balance is  $\geq$ \$2000. This policy will ensure that teams are only spending money they have in their account and will not risk spending more money than they have. This rule shall be waived if a team is looking to pay the Registration Fee(s) for their official SAE Competition(s). However, they will be expected to get their balance above the minimum before being allowed to make other purchases.

## **Article IX: Amendments and Ratification**

This constitution can be amended with a simple majority vote of the General Cabinet at a scheduled Cabinet meeting. All amendments must be presented at least one week before a vote and will be given a reasonable amount of time for discussion by members present. All ratified amendments will be submitted to Student Engagement within ten days of a vote.

## **Article X: SAE Project and Technical Directors**

As outlined in Article VI, Section 1, Subsection b, “the General Cabinet shall include the Technical Director and Project Director from each team...” The purpose of this article is to formally establish the duties and responsibilities of each team’s Project and Technical Directors, as well as their election, removal, and replacement procedures by the members of the team they prepresent.

### Section 1: SAE Aero

- a. The duties and responsibilities of the SAE Aero Project Director shall be as follows
  1. Oversee the “big picture” items for the team.
  2. Organize and lead team meetings to keep everybody updated on progress and events.
  3. Responsible for budget development in conjunction with Business Lead.
  4. Track finances to ensure team can buy required materials.
  5. Work with Business Lead to contact new and maintain current sponsors.
  6. Document compilation and organization.
  7. Represent the interests of Aero to Iowa State SAE Cabinet.
  8. Make and maintain project schedule.
  9. Oversee sub team leads in respect to non-technical matters.
  10. Keep open communication with team leads to ensure that milestones are being met, and no specific team is falling behind.
  11. Resolve conflict/disagreements among the team with reason, to ensure progress is not halted.
  12. Cooperates with the Business Lead on the publishing of team activities on social media.
  13. Ensures sponsor level recognition is met.
  14. Communicates outreach activities to team as a whole.
  15. Hold the team p-card, and order all materials needed.
  16. Organize travel plans for group heading to competition (vehicles, hotels, rough itinerary).
  17. Ensure team is registered for competition.
  18. Ensure document submission is done on time.
- b. The duties and responsibilities of the SAE Aero Technical Director shall be as follows
  1. Oversee the technical aspects of the team.
  2. Work with all team leads to develop and engineering plan for the design cycle.
  3. Organize team members to ensure an even distribution of work.
  4. Keep open communication with team leads to ensure that milestones are being met, and no specific team is falling behind.
  5. Ensure that teams have all the required resources to be successful.



6. Resolve conflict/disagreements among the team with reason, to ensure progress is not halted.
7. Make engineering decisions in the best interest of the team.
8. Communicate regularly with the Project Director and Business lead to ensure that the monetary needs of the engineering side of the club are possible with the current income of the club.
9. Represent the interests of Aero to Iowa State SAE Cabinet.
10. Publishes team activity on social media.

Section 2: Baja SAE

- a. The duties and responsibilities of the Baja SAE Project Director shall be as follows
  1. 1-2 years as team member/leadership position preferred.
  2. Runs meetings during the initial part of the semester to introduce new members to the team and speak upon opportunities to join the team.
  3. First point of contact for new members.
  4. Manager of the Business team, leading sponsorship, purchasing, accounting, and budgeting.
  5. Listed as secondary Team Captain where applicable.
  6. Part of Leadership Trio who acts as the final line of decision making and established the strategic plan and direction of the team (Leadership Trio consists of Technical Director, Project Director, and Manufacturing Director).
  7. Meets with Leadership Trio weekly to align on team goals/direction.
  8. Attends all cabinet meetings, monthly audit meetings, trio meetings, and team meetings.
  9. P-Card holder and team accountant (using CyBox Balance sheet).
  10. In charge of travel arrangements for competitions including hotels and transportation.
  11. Main point of contact for university units (ISU Transportation Services, ISU Office of Risk Management, ISU Central Stores, etc.)
  12. Responsible for selling old cars through ISU surplus.
  13. Responsible for managing car titles and DNR registration.
  14. Leads effort to register for competitions.
  15. In charge of purchasing and receiving parts and materials within a timely manner.
  16. In charge of forwarding SAE sign ups (outreach, fundraising, pizza sales, etc.)
  17. Works closely with sponsorship lead to identify necessary sponsors and financial needs.
  18. Attends all sponsorship events as a secondary contact.
  19. Collects and manages membership dues.
- b. The duties and responsibilities of the Baja SAE Technical Director shall be as follows
  1. 1-2 years as design lead preferred.
  2. Manager of the Design Leads, leading design, design documentation, and design scheduling of the car.
  3. Listed as Team Captain where applicable.
  4. Part of Leadership Trio who acts as the final line of decision making and established the strategic plan and direction of the team (Leadership Trio consists of Technical Director, Project Director, and Manufacturing Director).

5. Develops long-term and strategic plans for the team along with project director and manufacturing director.
6. Meets with Leadership Trio weekly to align on team goals/direction.
7. Leads document generation and submission (design report, spec sheet, design poster, roll cage posters, cost report, cost reduction report, etc.)
  1. Responsibility of final document submission and registration.
  8. Manager of the team's file storage structure – "The Drive".
  9. Serves as the scheduling and documentation expert for the design team.
    1. Maintains and improves CAD documentation and file organization.
    2. Assists in the teaching of high-level CAD and core program skills.
10. Leads design team meetings included subsystem/sub-team meetings.
11. Attends all cabinet meetings, trio meetings, and new member meetings.
12. Works with the Manufacturing Director to help delegate and supervise vehicle assembly tasks.
13. Sets car design goals.
14. Maintains order and sets expectations in file organization.

Section 3: SAE Clean Snowmobile Challenge

- a. The duties and responsibilities of the SAE Clean Snowmobile Challenge Project Director shall be as follows
  1. Financial Director of the Club.
  2. In Charge of all travel arrangements.
  3. Keeps Timetable and submits all reports for competition.
  4. Works with all team leads to correctly plan out projects and parts.
- b. The duties and responsibilities of the SAE Clean Snowmobile Challenge Technical Director shall be as follows
  1. Make sure all project deadlines are met.
  2. Technical Expert on Snowmobile to make sure we follow all competition rules.
  3. Answers Technical Questions

Section 4: Formula SAE

- a. The duties and responsibilities of the Formula SAE Project Director shall be as follows
  1. Responsible for overall management of the business team with a focus on logistics, marketing, fundraising, financing, and sales.
  2. Oversees Business projects and creates achievable goals/deadlines for each Business Lead.
  3. Expected to monitor team inventory, material, and finances.
  4. Primary contact for purchasing built components and hardware in a timely manner.
  5. Responsible for securing and managing all sponsorships
- b. The duties and responsibilities of the Formula SAE Technical Director shall be as follows
  1. Manages all aspects of design and manufacturing of the car & its components. Defines design strategy with each subsystem.
  2. Oversees design documentation process.
  3. Provides input to the subsystem Team Leads on design goals, system integration, and project timeline.
  4. Management of team members' design and competition deadlines.
  5. Leads team at competition.

6. Has final decision on all technical aspects of the car and strategy at competition.
7. Works closely with the Project Director regarding material and component sponsorships.

Section 5: Electing, removing, and replacing an SAE Project and/or Technical Director

- a. The details of electing an SAE Project Director and/or Technical Director are as follows
  1. A nomination form will be sent out to all due-paying members of the team to collect nominations for the positions.
  2. Later, when team elections are held, each nominee for the Project Director position will be given the chance to give a speech (with their opponents out of the room if any) about why they should be elected, and the team will be given the opportunity to question the nominee.
  3. Then, if there are multiple nominees for any given position, the above step will be repeated until all nominees have been given the opportunity to give their speech and receive and answer questions from the other team members.
  4. Then, all nominees will be out of the room while the team discusses and votes on which nominee to elect into the position. A nominee will win if they receive a simple majority. In the event of a tie, the team members must continue discussing until there is no longer a tie.
  5. The above steps 2-4 are then repeated for the Technical Director position.
  6. Any due-paying member of the SAE Organization will have the right to attend and run for positions in any SAE Team's elections.
  7. Once a new Project Director and Technical Director are elected, the SAE Cabinet must be notified of their names by the former Project Director within 1 week of the team's election.
- b. Reasons for removal (as stated in Article V Section 2 Subsection a) may include but are not limited to, the use of derogatory language, bullying, harassment, theft, financial misconduct, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct). Further reasons for removal of Team Project and Technical Directors by the SAE Team Members include not fulfilling the duties and responsibilities as outlined above.
  1. The decision to remove the Project or Technical Director of an SAE Team from their position must be made by simple majority of all team members present at any of that team's regularly scheduled meetings.
  2. Project and Technical Directors may still be removed from their positions and/or have their membership from the club terminated as outlined in Article V Section 2.
- c. The process for replacing an SAE Team's Project or Technical Director will be the same as outlined in Article X Section 5 Subsection a.