Solar Car

Constitution

Updated: September 2020

Preamble

The following articles have been adopted by this organization for the purpose of providing a continuing structure for its operation.

Article I: Organization Name

The name of this organization shall be Solar Car.

Article II: Purpose

Section I:

It is our mission to build a practical solar vehicle that changes the paradigm of transportation. In doing so, we strive to inspire future generations to pursue their passions through education.

Section II:

"Solar Car" abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. "Solar Car" agrees to annually complete President’s and Treasurer’s Training.

Article III: Membership

Section I: Members

Membership shall be open to all registered students at Iowa State University as well as interested community members. Iowa State University and "Solar Car" do 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.

Requirements for membership include paying dues each semester, completing a release and waiver of liability form, and an emergency contact/medical information form.

There shall be two categories for members, as follows:

Active Members:

Those members of the team who meet a minimum work time of 5 hours per week or another reasonable requirement as adopted by the team’s elected officers. This requirement may be adjusted as needed by the team’s elected officers by a simple majority vote at an elected officers’ meeting when all elected officers are present.

New Members:

Those members who, at the current time, do not meet the minimum requirement as set by the team’s elected officers. The frequency that each member is checked to determine their status is left up to the team’s elected officers. Non-active members are not allowed to vote in any official team officer elections.
Article IV: Officers

Section I:

The team, all students in the organization of “Solar Car” shall be led by a group of elected officers as described below. These elected officers must meet certain minimum requirements to be determined by the elected officers of the team, including, but not limited to the following:

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the 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. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(b) Be in good standing with the university and enrolled: at least half time (six or more credits 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.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

The following are the duties of the officer positions that must be held:

• President (Project Director)
  o Representing the team to the university
    • Foundation
    • College of Engineering
    • Engineering Student Council
    • Student Government
  o Building and maintaining key partner relationships
  o Being the face of the team
  o Enable the team to do their work by allocating time and resources to the needed subteams
  o Communicating with the team advisors
  o Administrative Duties
  o General team management
  o Technical and otherwise
  o Leading meetings when necessary
  o Providing direction and purpose to the team
  o Encourage and uplift team members
  o Fighting fires
  o Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
  o During the summer period, must live within 90 minutes of Ames or select an “Acting President” for the summer period that assumes all the responsibilities of the President for that period.
• Vice President (Assistant Project Director)
  o Same as President in conjunction and/or in the absence of the President

• Treasurer
  o Collecting and recording dues
  o Being aware of how much money we have at any given time
  o Collecting GIK forms and distributing accordingly
  o Collecting Receipts --> Keeping track of them and updating AccessPlus and register accordingly
  o Doing ESC and StuGov Allocations
  o Managing budget
  o Each month picking up statements, cross-referencing them with our records and addressing discrepancies if they occur
  o Representing the club at ESC and Student Government
  o Meeting with Lisa Shen to make sure money matters are in order
  o Signing off on travel authentication docs
  o Managing all p-card purchases

• Mechanical Director
  o Hold weekly mechanical meetings
  o Identify and assign mechanical projects
  o Assist Systems Team in developing a mechanical timeline
  o Ensure progress on timeline is being made
  o Facilitate communication between project directors and mechanical members
  o Incorporate new members into the mechanical team
  o Mechanical purchasing
  o Mechanical budget management
  o Ensure Ergonomic, Regulation, Strategic, and general safety constraints are met

• Electrical Director
  o Identify and Assign Electrical Projects
  o Administer E-team Training Plans
  o Assist systems in developing an electrical timeline
  o Schedule global E-team events (work nights, meetings, etc.)
  o Make sure there are enough resources to complete the semester
  o Communicate E-team Needs to other teams
  o Be the face of the electrical team
  o E-team everyday purchasing
  o Dictate E-team Structure and Process
  o Lead E-team recruiting efforts if necessary

• Safety Director
  o Interact with the university to ensure proper safety guidelines are followed throughout the team
  o Regularly inspect team work areas to ensure the team is operating safely
  o Maintain proper inventory of PPE supplies
  o Write SOPs as the need arises
  o Identify potential sources of danger in how the team operates
• Adviser
  o Maintain communication and meet with director(s) regularly
  o Awareness and approval of financial expenditures
  o Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

Section II: Officer Elections

The team’s elected officers shall set up a structure for the leadership of the team, with roles to fill whatever responsibilities they see fit, with the condition that at least two people be elected to fill the role of President and Treasurer. These elections will be determined by a vote that’s counted by the team adviser or other third party. The candidate with the most votes wins. Elections take place on a regularly defined interval.

The team (i.e. all active members) will vote on the following officer positions:

• President
• Vice President
• Treasurer
• Mechanical Director
• Electrical Director

The team’s elected officers may decide to more or less rigidly define positions within the team or elect more/fewer officers by the team’s elected officers taking a simple majority vote at an elected officers’ meeting when all elected officers are present. If the role being removed currently has someone filling that position, the role will not be officially removed until the next team-wide election takes place in March.

Officer elections will take place every year, during the spring semester, in the month of March. An open officer position may be filled by the President. The president will determine the date of the election, but it must fall in the before-mentioned semester, in March.

- The meeting must be held by a 51% quorum of active members
- Each candidate for each position must be given time to speak and make their case
- Each active member shall cast their vote by secret ballot, with the ballots being counted by the team’s advisor or another unbiased individual. The candidate who receives the most votes wins the election. In a tie, the team’s President will make the decision.

Section III: Removal of Ineffective Officers

This section provides a mechanism for the removal of an officer that the team (i.e. all
active members) believes is detrimental to the progress of the organization.

The proposal for removal must be initiated by a signed petition from at least 50% of the active members of the team. This petition is then presented to the team’s advisor, who must call a meeting of a quorum of active members. At this meeting, a confidence vote will be held. The elected officer in question must be elected by two-thirds of the active members present to retain their position. If the officer does not retain their position, it becomes the responsibility of the team to solicit candidates and hold an election as soon as possible to replace the officer if required. The confidence vote will be cast by secret ballot. Until the officer is replaced their assistant will take over responsibilities. In the case of the President, the Vice President will assume control. If there is no assistant, the President can appoint an interim officer to that position until the position is filled. The candidate with the largest number of votes in the election wins.

Examples of impeachable offenses include, but are not limited to, misusing team funds for personal gain, not performing the duties of their position for a period of at least a month, and intentionally and maliciously sabotaging the team.

**Article V: Finances**

All finances shall be handled by the Treasurer. Dues are $15 per semester.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization 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 Adviser to this organization must approve and sign each expenditure before payment.

**Article VI: Amendments and Ratification**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a two-third majority of the active members, not counting abstainers. Members will be given one week to consider amendments before the vote is held.

Ratified amendments to this Constitution must be submitted to the Student Activities Center within 10 days of the vote.

**Article VII: Advisor Appointment**

If there is a need for a new advisor appointment, the team’s elected officers shall solicit interested parties for the position. The interested parties shall be interviewed by the President, his or her Assistant, and the Treasurer. From here a decision will be made as to which candidates will be selected as advisors. There is no limit to the number of advisors the team will have, but the team must have a minimum of one advisor. The position of an advisor is a life appointment. An advisor’s term shall only be terminated by death, resignation, or if they are found unfit to continue service by all the elected officers and other advisers.