

Constitution

Solar Car

Updated: February 2023

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

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.

Article III: Statement of Compliance

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 IV: Non-discrimination Statement

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.

Article V: Membership

Section I: Requirements

Membership shall be open to all registered students at Iowa State University as well as interested community members.

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.

Section II: Removal

1. Grounds for removal include, but are not limited to use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, intentionally or maliciously sabotaging the team, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
3. Membership may be revoked by a majority vote of club membership present at the voting meeting.
4. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by organization officers).
5. The member in question must be provided a summary of the reasons for removal at least one week in advance of the general membership vote.
6. The vote will be announced at least one week prior to the meeting with a summary of the reasons for removal.
7. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.
8. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
9. Member in question may request reinstatement 365 days after removal.

- Member must submit a written request for reinstatement to officers.
- Officers must reach a unanimous vote through a show of hands to reinstate member.

Article VI: Officers

Section I: Officer Positions and Duties

The team, composed of all students in the organization of "Solar Car" shall be led by a group of elected officers as described below. These elected officers must satisfy minimum requirements to qualify as elected officers of the team. These requirements include, but are 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 or have a co-op registered with the university.
- (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 elected term for each position is the start of the fall semester to the end of the following summer unless otherwise agreed upon between the current officer and the newly elected officer. An "Acting Officer" can be appointed by the current officer in the summer depending on the situation but at the minimum, an Acting President or the President must be within 90 minutes of Ames during the summer.

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

- President ("Project Director")
 - Representing the team to the university, specifically with regards to:
 - Foundation
 - College of Engineering
 - Engineering Student Council
 - Student Government
 - Building and maintaining key partner relationships
 - Being the face of the team
 - Enable the team to do their work by allocating time and resources to the needed subteams

- Communicating with the team advisors
- Administrative Duties
- General team management
- Technical and otherwise
- Leading meetings when necessary
- Providing direction and purpose to the team
- Encourage and uplift team members
- Fighting fires
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center
- 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")
 - Same as President in conjunction and/or in the absence of the President
- Treasurer
 - Collecting and recording dues
 - Being aware of how much money we have at any given time
 - Collecting GIK forms and distributing accordingly
 - Collecting Receipts --> Keeping track of them and updating AccessPlus and register accordingly
 - Doing ESC and StuGov Allocations
 - Managing budget
 - Each month picking up statements, cross-referencing them with our records and addressing discrepancies if they occur
 - Representing the club at ESC and Student Government
 - Meeting with Lisa Shen to make sure money matters are in order
 - Signing off on travel authentication docs
 - Managing all p-card purchases
- Business Director
 - Identify and assign relevant business projects to members of the Business subteam.
 - Ensure progress on timelines are being made
 - Facilitate communication between project directors and business members
 - If not delegated to a member of the Business team, engage in recruitment activities designed to introduce and onboard new members to the team.
 - If not delegated to a member of the Business team, engage in activities designed to improve PrISUm’s brand and increase public awareness of the team.
 - If not delegated to a member of the Business team, engage in activities designed to maintain and develop sponsor relations.
 - Serve as the point of contact for companies intending to become sponsors
 - Managing Business budgets
 - Hold regular, weekly Business meetings
- Mechanical Director
 - Hold weekly mechanical meetings
 - Identify and assign mechanical projects
 - Assist Systems Team in developing a mechanical timeline

- Ensure progress on timeline is being made
- Facilitate communication between project directors and mechanical members
- Incorporate new members into the mechanical team
- Mechanical purchasing
- Mechanical budget management
- Ensure ergonomic, regulation, strategic, and general safety constraints are met
- Electrical Director
 - Identify and Assign Electrical Projects
 - Administer E-team Training Plans
 - Assist systems in developing an electrical timeline
 - Schedule global E-team events (work nights, meetings, etc.)
 - Make sure there are enough resources to complete the semester
 - Communicate E-team Needs to other teams
 - Be the face of the electrical team
 - E-team everyday purchasing
 - Dictate E-team Structure and Process
 - Lead E-team recruiting efforts if necessary
- Safety Director
 - Interact with the university to ensure proper safety guidelines are followed throughout the team
 - Regularly inspect team work areas to ensure the team is operating safely
 - Maintain proper inventory of PPE supplies
 - Write SOPs as the need arises
 - Identify potential sources of danger in how the team operates
 - Responsible for risk management to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures, [c] to submit documentation to ISU's Risk Management Office, and [d] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
- Adviser
 - Maintain communication and meet with director(s) regularly
 - Awareness and approval of financial expenditures
 - Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center

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

- Strategy Director
 - Final responsibility for determining the race strategy.
 - Identify and Assign Strategy Projects
 - Administer Strategy team Training Plans
 - Assist systems in developing a strategy timeline and vehicle goals
 - Schedule global Strategy team events (work nights, meetings, etc.)
 - Make sure there are enough resources to complete the semester
 - Communicate Strategy Needs to other teams
 - Be the face of the Strategy team

- Dictate Strategy Team Structure and Process
- Lead Strategy recruiting efforts if necessary

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.

In the case of an unopposed position, an election must still be held and the candidate must fulfill the requirements laid out in Section I. If no eligible candidate, another election must be held with new nominated candidates. If no candidate is elected before the end of the previous officer's term, the President can appoint an interim officer to that position until a special election is held to fill that position.

Section III: Impeachment/Removal of 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.

1. Officers can be removed from their position by a vote of club membership.

2. Grounds for removal include, but are not limited to, failure to uphold the responsibilities of their position for a period of at least a month, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, intentionally or maliciously sabotaging the team, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
3. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.
 - The officers will hold a special meeting with the Advisor to deliberate.
 - The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.
4. Officers can be removed from their position by a majority vote of club membership present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week prior to the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
5. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
6. The officer in question will be allowed to speak to membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
7. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.
8. 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.

Article VII: Advisor

Section I: Duties

The duties of the advisor are to provide general oversight to the group and to ensure that the organization is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section II: Selection

1. Advisor candidates shall be verbally nominated by officers at a predetermined officer meeting.
2. 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.
3. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
 4. If the Advisor candidate declines, the officers of the organization will repeat steps 1-3.

Section III: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section IV: Impeachment/Removal of Advisor

1. The Advisor can be removed from their position by a unanimous vote of club officers at an officer meeting.
 - Grounds for removal include, but are not limited to, failure to uphold the responsibilities of their position for a period of at least a month, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, intentionally or maliciously sabotaging the team, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
2. The Advisor must be notified and given reason for removal at least one week prior to voting.
3. The Advisor will be given the opportunity to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occurs.
4. The Advisor will be notified of the decision via email.

Section V: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII: 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 Advisor to this organization must approve and sign each expenditure before payment.

Article IX: Amendments and Ratification

1. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.

2. The proposed amendment must be presented to general membership at least one week before the vote.
 3. Constitution may be amended by a majority vote of club membership present at the meeting.
 - Voting will take place at a club meeting.
 - Voting will be conducted by show of hands.
 4. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.
 5. In the event a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.
 - Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.
 - Notification of these changes must be communicated at the next full organizational meeting.
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