**Constitution**

*Article I*

Section 1 - Name: Welding Engineering Moonbuggy Team at The Ohio State University

Section 2 - Purpose: To design and construct an efficient and competitive rover vehicle in order to compete in the international NASA racing competition. This vehicle must abide to all of the NASA Human Exploration Rover Challenge rules and regulations. Also, to allow members to utilize their engineering knowledge of design and gain experience in the hands-on production of that design in an engineering team environment.

Section 3 – Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article II*

Section 1 – Membership: Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni or professionals are encouraged to become members but are considered non-voting members.

Section 2 – Qualifications and Categories of Membership: All enrolled Ohio State students are qualified to become voting-members of the organization. All alumni, faculty and professionals are qualified to become non-voting members of the organization.

*Article III*

Section 1 – Organization Leadership: The organization will be run directly by four main officials who must be voting-members to be considered (in descending order of superiority):

1. **President –** the president is responsible for scheduling meetings, approving new members, keeping track of the set timelines, approving design ideas and coordinating with the other three officials.
2. **Vice President –** the vice president is responsible for contacting NASA about registration, planning organization trips, discussions regarding sponsorship, collaborating with the president about design ideas and coordinating with the other three officials.
3. **Treasurer –** the treasurer is responsible for continuously updating the organizations budget, contacting necessary financial advisors at Ohio State, and coordinating with the president regarding purchasing, financial standing, and sponsorships.
4. **Secretary –** the secretary is responsible for taking minutes during weekly meetings, attending E-Council meetings, filing necessary paperwork for volunteer hours (such as SOV), scheduling volunteering events and coordinating with the other three officials.

Section 2 – Terms of Office: Each official is allowed up to 3 terms (6 semesters) in leadership. At the end of each term (2 semesters), their position will expire and they must be reappointed by a majority vote.

Section 3 – Leadership Selection: At the end of each term (2 semesters) the voting-members of the team will conduct a hand written ballot for the next term officials conducted by the current president of the organization. This will be held during the final meeting of the term (spring semester) and will be decided by a majority vote.

*Article IV*

Section 1 – Leadership Removal: Elected or appointed leaders should be expected to meet all of the responsibilities assigned to them and conduct themselves in a way that reflects well on the organization. In the event that a leader does not meet these expectations, the organization has the ability to impose a probationary membership or removal from the leadership position. Significant cause must be present in order for the group to remove the official from their position and must ultimately be decided over a majority vote by the voting-members of the team. Refer to Article III, Section 3 for instructions on how to vote.

Section 2 – Membership Removal: Members are expected to equally and positively contribute to the overall goal of the organization and conduct themselves in a way that reflects well on the organization. In the event that a member does not meet these expectations, the organization has the ability to impose a probationary membership or removal from the group. Significant cause must be present in order for the group to remove the member or place them on probation and must ultimately be decided over a majority vote by the voting-members of the team. Refer to Article III, Section 3 for instructions on how to vote.

Section 3- Trip Participation Requirements: Due to fluctuations of membership, officers have the responsibility to determine an appropriate number of members to travel to the annual NASA competition. This is due to membership numbers often exceeding the maximum number of participants per competing vehicle as stated in NASA’a annual competition guidebook. This number will be determined by meeting attendance, the number of Ohio State vehicles competing, and funding availability. Priority will be given to members with greater meeting attendance, fundraiser participation, and completed tasks outside of normal meeting times.

*Article V*

Section 1 – Advisor(s) or Advisory Board Qualification Criteria: Advisors must be members of the University faculty or Administrative & Professional staff. Responsibilities of the advisor include discussions with the president to make sure all proper documentation is being taken care of and accountability is upheld. The advisor also has the choice to enforce one meeting every month for a progress report to be given in which all members are required to attend unless excused.

*Article VI*

Section 1 – Meetings and their Frequency: The organization will meet at least once a week and all members are required to attend unless excused to discuss sponsorship, volunteering opportunities and overall progress. Outside of these full team weekly meetings, individual group meetings will meet at least once a week at a time of their choosing to further progress on their specified tasks.

*Article VII*

Section 1 – Method of Amending Constitution: Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution should not be amended easily or frequently.

*Article VIII*

Section 1 – Method of Dissolution of Organization: If for any reason the organization should be dissolved, all remaining assets should be left with the advisor for them to handle as they see fit. Remaining members are free to disperse the Moonbuggy (if dispersal is accepted) as they see fit, or leave it to the advisor for them to handle.

*Signatures*

**President:** Aaron Moore

**Vice President:** Ryan McGuire

**Treasurer:** Griffin Goldenbagen

**Secretary:** Karissa Smith

**E-Council Representative**: Jeremy McNicol