**Constitution**

*Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: Name: EcoCAR Challenge Team at The Ohio State University

In the rest of this constitution, the EcoCAR Challenge Team at The Ohio State University will be referred to as “EcoCAR Team.”

Section 2 - Purpose: To develop a reliable automated hybrid vehicle with increased fuel economy and decreased emissions that is designed based on consumers’ needs, and to effectively communicate about alternatively-fueled vehicles and the impact they have on our world.

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

*Article II - Membership: Qualifications and categories of membership.*

Voting membership is defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members, but as non-voting associate or honorary members.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. Officer positions are as follows:

1. Team Leader: Elected by general member vote with nominations from faculty advisors on an annual basis. General duties consist of managing the communication between team members and leaders, and corresponding with the competition organization. The team leader serves as the primary goal-setter and inspirer the team. This person sees that the team is properly guided ethically, morally, professionally, and successfully towards the best educational experience and winning completion of the competition. The team leader is also responsible for seeking guidance in the event that the team has gone off course from it goals and objectives.

*Article IV – Executive Committee: Names, purposes and composition.*

This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. In the EcoCAR Team, this Committee is comprised of the organization leaders and chairpersons of the standing committees.

*Article V – Standing Committee: Names, purposes, and composition.*

These committees serve the organization leadership, Executive Committee, and general membership. They are permanent and designed to carry out the basic functions of the organization. The chairpersons of these committees are appointed by the organization leadership and form the Executive Committee. The Standing Committees are as follows:

1. Mechanical Sub-Team: Carries out mechanical aspects of vehicle development, such as Computer Aided Design work, packaging analysis, component selection and procurement, etc.
2. Electrical Sub-Team: Carries out electrical aspects of vehicle development, such as battery pack development, wiring design, state-of-charge estimation, etc.
3. Controls Sub-Team: Carries out controls aspects of vehicle development, such as simulation development, vehicle modeling, etc.
4. Simulation/HIL Sub-Team: Carries out simulation aspects of vehicle development, such as generating results from simulations, developing hardware in the loop setup, conducting hardware in the loop testing, etc.
5. System Integration Sub-Team: Carries out system integration aspects of vehicle development, which includes working with the various other sub-teams to ensure various aspects of the of the vehicle are able to integrate together.
6. Project Management Team: Conducts the business of the student organization, including budgeting, fundraising, sponsorship, project status tracking, scope defining, quality reporting, and other project management roles.

*Article VI – Advisers: Qualification Criteria.*

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Advisers are responsible for providing guidance and support to the team in their areas of expertise. Expectations include attending team meetings when appropriate, providing input in vehicle selection and development, enabling and encouraging the education of student team members, and facilitating the transfer of knowledge from year to year as members graduate.

*Article VII – Meetings of the Organization: Required meetings and their frequency.*

Members are required to attend two meetings each academic term. General meetings are held on a monthly basis, and sub-team meetings are held as deemed necessary by the individual sub-team leaders. Attendance at any combination of these types of meetings is sufficient for achieving the requirements of meeting attendance.

*Article VIII – Method of Amending Constitution: Proposals, notice, and voting requirements.*Proposed amendments should be in writing, and 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, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

*Article IX – Method of Dissolution of Organization*

Dissolution of the EcoCAR Team should be determined by the Team Leader, Executive Committee, and Advisers. Should any organization assets and debt exist, assets should first be used to pay off any outstanding debts. Additional outstanding assets should become property of the Center for Automotive Research, unless otherwise specified through contracts with individual sponsors. In the case of additional outstanding debts, method of payment of these debts will be determined by the Team Leader, Executive Committee, and Advisers in conjunction with the Center for Automotive Research.

**By-Laws**

*Article 1 – Parliamentary Authority*

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II- Membership*

Procedure for becoming a member of the EcoCAR Team is to contact the Team Leader and determine what area the potential member would be interested in working. The student would then be placed in a sub-team based on interest and/or experience. No dues are required for membership. To terminate membership, members are asked to inform the sub-team leader and Team Leader of termination, and to fulfill any current outstanding duties and/or discuss plan for taking care of such responsibilities with the sub-team leader (and Team Leader if deemed necessary by the sub-team leader and/or Team Leader). Also, upon termination of membership, student is asked to return any tools, technology, keys, or other property of the EcoCAR Team or the Center for Automotive Research. If a team member does not conduct themselves in a manner that reflects well on the team, the issue is brought before the Team Leader, advisor, and sub-team leaders and a decision will be made when a general consensus is reached. Punishment can range from a warning/probation period to termination from the team, depending on the severity of the offense.

*Article III- Election / Appointment of Government Leadership*

Students are eligible for office if they hold EcoCAR Team member status. Candidates are self-nominated or suggested by the Team Leader, Executive Committee, or Advisers. Elections are to be held in a general meeting during the spring term, in which the voting process is a show of hands. In the case of a resignation, a special meeting will be held with the purpose of electing a new officer. If there is a period of time between the current officer’s resignation and the election of a new officer, an interim officer will be appointed by consensus of the Executive Committee.

*Article IV- Executive Committee*

The Executive Committee is comprised of the leaders of the sub-teams listed in Article V of the Constitution. Duties include making decisions in the best interest of the team, abiding by the requirements of the EcoCAR Competition, striving for the education of team members, managing the deliverables and activities required by the EcoCAR Competition, interfacing with the team advisers and the Center for Automotive Research, and communicating information to the rest of the team.

*Article V- Standing Committees*

Each committee is responsible for completing project tasks assigned to their sub-team and reporting information and findings to the organization leaders, Executive Committee and Advisers.

*Article VI - Adviser/Advisory Board Responsibilities*

Advisers are expected to be available to the EcoCAR Team either in person, by scheduled meeting, or via email. They are encouraged, but not required to attend Executive Committee team meetings.

*Article VII - Meeting Requirements*

The quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees) size requirement is a minimum of five members for voting decisions.

*Article VIII - Method of Amending By-Laws*

By-laws may be amended by proposing in writing, reading the change at a general meeting of the membership, and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

*Article IX - Officer Impeachment Process*

If a majority of team membership decide that a sub-team or team leader is not performing a satisfactory job, a vote will be held to impeach the officer. If the vote passes, the resolution is brought before the team faculty advisor and the advisor must pass the resolution to impeach the officer. The officer is then removed from office.

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