

Operating Constitution for Baja Buckeyes

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

Section 1 - Name: Baja Buckeyes

Section 2 - Purpose: To annually design, build, and test a single-seat off-road vehicle for the National Baja SAE Collegiate Design Competition, where we will compete against hundreds of other universities.

Section 3 - Non-Discrimination Policy: This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

Article II - Membership: Qualifications and categories of membership.

Membership is limited to enrolled Ohio State students; there are no major or GPA qualifications.

Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.

The Ohio State University Baja Team is completely student organized and led. There will be one Team Captain elected each year by a majority vote of the membership. The Team Captain's term in office will begin between the end of the final annual competition at the beginning of June, and *the* 31st day of June of the same year. The Team Captain will maintain his or her position throughout the summer, the following school year, and the competition season; at which time, he or she will no longer be responsible for their previously elected position. Upon his or her election, the Team Captain will thereby appoint Team Leader(s) to oversee necessary aspects of the team's operation. The term of the Team Leader(s) will follow the same guidelines as those applicable to the Team Captain. The selection of the Team Leader(s) by the Team Captain shall be proposed to and approved by the actively participating student members of The Ohio State University Baja Team. The Team Captain and the Team Leader(s) are responsible for the various areas of the car, including, but not limited to suspension, engine, drivetrain, and chassis, as well as general team operations, including, but not limited to financial management, sponsorship coordination, and public relations management. These areas may change annually, depending on the team's focus of the year as decided by the Team Captain, Team Leader(s), and the Advisor. There are no limits placed on the amount of terms that may be served by the Team Captain or Team Leader(s), so long as the voting membership of the team agrees that he or she shall maintain his or her leadership position within the team.

Article IV - Adviser(s) or Advisory Board: Qualification Criteria.

We will have an advisor who is a Faculty member or Administrative & Professional staff member at The Ohio State University. The professor/advisor will have no authority over design but shall possess the ultimate control over the administrative responsibilities for the team and its financial well-being. If the advisership is to ever change, the students will lead themselves as best they can during the brief transition period. As soon as one advisor has left, the students must seek out a replacement advisor immediately.

Article V - Meetings of the Organization: Required meetings and their frequency.

The Baja Buckeyes will hold weekly meetings in the Student Projects Building at:

The Center for Automotive Research
930 Kinnear Road
Columbus OH 43212

The meetings will be held at 6:30 pm on Tuesday and Thursday nights during the school year. Bi-weekly conference calls will be held during the summer. Meeting times can be changed by the Team Captain or the Team Leader(s) but must be made known to all actively participating members as soon as possible via email, telephone, or verbal communication. Attendance at meetings is not required; however, regular participation is required for permanent membership.

Article VI - Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments must be in writing and will not be acted upon but read in the general meeting in which they are proposed, be read again at a specified number of subsequent general meetings and the general meeting in which the votes of the Team Captain, Team Leader(s), and the actively participating team members will be taken, and will require three-quarter majority of attending voting members. The constitution will not be amended easily or frequently.

Article VII - Method of Dissolution of Organization.

The Ohio State University Baja SAE Team cannot be disbanded by the students or advisor acting alone. There are two ways for the team to be disbanded: if the Team Captain, Team Leader(s), and Advisor agree that there is no longer sufficient interest to continue the team for the following year; or if the competition has been absolved by the Society for Automotive Engineers, the organizing body. Any assets of the team must first be sold off to other teams or interested parties to settle any debts. Any remaining assets are to be distributed among the other currently active automotive student project teams as decided upon by the Advisor, Team Captain and Team Leader(s). If the assets cannot cover the debts, the Department of Mechanical Engineering, where our accounts are stored, will assume the remainder.

By-Laws

Article I - Parliamentary Authority.

The Ohio State University Baja SAE Team does not abide by any set form of Parliamentary Procedure. The nature of our team, as with any student project design team, requires the Team Captain to have the final say in any major team decision. Minor concerns are to be dealt with by the responsible Team Leader(s). The Team Captain has the authority to overturn decisions made by the Team Leader(s) so that the decision is based on sufficient evidence or past experience(s) with the student project team.

Article II- Membership.

Membership is based solely on involvement in the student project team. Those, whose involvement becomes detrimental to the advancement and completion of the project, are subject to termination from the team as decided upon by the Advisor, Team Captain and Team Leader(s). A verbal warning from the Team Captain, Advisor, or Team Leader(s) will be given prior to termination from the team.

Article III- Election / Appointment of Government Leadership.

Anyone is eligible for any position when elections are held or when there is a premature vacancy. Upon the end of the school year an election is held to determine team leaders for the following year. The team leaders voted in for the position will have that position for one year unless voted into the position, upon agreement, again the following year.

Article VI - Adviser/Advisory Board Responsibilities.

The Advisor is expected to attend weekly meetings and be present at the annual competitions per competition rules. He/she is also responsible for communicating the budget information released monthly with the Team Captain or responsible Team Leader. Also, the Advisor will be the main liaison between the team and the College of Engineering and the Department of Mechanical Engineering. Finally, the Advisor will be willing to meet with the Team Captain and/or Team Leader(s) as issues arise.

Article VII - Meeting Requirements.

Members are expected to attend as many meetings as possible. Those who attend can vote and those who do not attend forfeit their vote unless prior arrangements have been made. Those who put in the most time and effort throughout the year will be rewarded with driving privileges at competition set by the Team Captain.

Article VIII - Method of Amending By-Laws.

Proposed amendments must be in writing, and will not be acted upon, but read in the general meeting in which they are proposed, be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and will require a two-third majority of voting members or a two-thirds vote of the attending voting membership of the organization. The by-laws will be more easily amended than the constitution.

Article IIX – Covid-19 Policies, Procedures, and Guidelines

While The Ohio State University has implemented certain procedures in response to Covid-19, the Advisor, Leader(s), and members must abide by the Student Project Building Standard Operating Procedure (SOP), Baja Buckeyes SOP, and all procedures and guidelines enacted by The Ohio State University, local authorities, and national authorities. All members must be well versed in the policies, procedures, and guidelines of both SOP's and those of the University's. Failure to comply with the policies, procedures, and guidelines will result in disciplinary action, including but not limited to loss of title/position, no access to the SPB, and termination of membership.