

Constitution of the Buckeye Solar Racing Team

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

Section 1- Name: Buckeye Solar Racing (BSR)

Section 2- Purpose: To develop competitive solar cars for racing competitions which may include the American Solar Challenge, Formula Sun Grand Prix, or Bridgestone World Solar Challenge. As an entirely student-led organization, BSR seeks to provide students with the opportunity to gain technical engineering knowledge, business and marketing skills, and project experience while advocating for the advancement of alternative energy.

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. If a member is found in violation of this policy, they are at risk of being removed from the team.

Article II - Membership: Qualifications and categories of membership

Section 1- General Membership: Any student currently enrolled at The Ohio State University may join the team as a general member. Others, such as faculty, alumni, professionals, etc. are encouraged to join as non-voting associates or honorary members. General members shall aid in the design and construction of the solar car and develop the project as the sub-team leadership sees fit. Non-voting associates may be those students who have not participated in enough team meetings to be eligible to vote, or those associates who serve as mentors or supporters to the project. Members are affirmed after having attended two general team meetings.

Section 2- Voting Membership: Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members. Eligibility to vote shall only be given to any members who have attended greater than or equal to 60% of general meetings in a term.

Article III - Methods for Removing Members and Executive Officers

a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they shall be removed through a majority vote of the other voting membership or a supermajority vote of 2/3 of the officers, with the consultation of the advisor for determining method of removal.

b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes but is not limited to violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Officers may be removed for inappropriate use of access to organization accounts and assets; Failure to complete assigned duties on time. Notice shall be issued to the charged Officer 14 days prior to a hearing. The

charged Officer may appeal the process by letter to faculty advisor through which they shall mediate the process. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a unanimous affirmative vote of the executive board.

Article IV - Organization Leadership: Titles and descriptions of officers, terms of office, type of selection, and duties of the leaders

Organizational leaders shall represent the Executive Committee. Members must have previously been voting members and had to have attend greater than 60% of the previous semester's general team meetings. To be considered for Executive Committee positions, students must express interest to the Operations Director prior to the appointment period. Leaders must be appointed by the Executive Committee. Positions are as follows:

Executive Officer (*Primary Leader*): The Executive Officer is responsible for general management of the solar car project, making decisions that will embody the team's vision and align with the best interests of the organization. This includes developing and ensuring timeline for deliverables is followed, monitoring budget, and making executive decisions concerning project development.

The Executive Officer should be in frequent communication with Engineering Director and sub-teams leads to ensure all aspects of the solar car build are integrated successfully by making final approvals on design. Communicates with Operations Director to monitor general team standing and helps generate next plans for action regarding team improvement both in areas of internal team relations as well as business outreach. Communicates with Business Director and Treasurer regarding where funding should be spent, gaining and improving relationships with sponsorships, determining cost of solar car build, and approving financial transactions.

The Executive Officer shall serve as primary representative and point of contact between the team and outside entities, except where delegated. Those holding this role are also expected to complete the annual registration process on behalf of the organization.

Operations Director (*Secondary Leader*): Those holding the role of Operations Director are charged with supporting the Executive Officer in areas of general team standing and outside appearance. To ensure all sub-teams function together smoothly, the Operations Director is responsible communicating with sub-team leads to verify each team is productively carrying out their respective projects.

This position is geared towards persons interested in managing the general functions of the organization as an organization rather than a technical project. Responsible for planning general team meeting (making presentations, creating meeting agenda, etc.), recruitment, and ensuring new members are trained and engaged in any necessary skills. Responsible for coordinating participation in competitions. Responsible for mediating team affairs including conflicts and leadership transitions, to enhance the health of the team.

Engineering Director: Those holding the role of Engineering Director are responsible for making sure all technical projects from each sub-team can be integrated together successfully for the solar car. The Engineering Director works to manage and organize high-level technical aspects, ensuring all regulations for the solar car build are met. Works directly with all sub-team leads to maintain project schedules and oversee the division of labor needed to complete the team's technical project. Communicates with faculty advisors and mentors to focus design decisions and defines goals for sub-teams.

This position of Engineering Director should be held by team members who understand the scope of the team's technical goals and are committed to ensuring these goals are met. Engineering Managers must be capable and willing to clearly communicate engineering concepts for the benefit of the solar car build. Engineering Directors should ensure sub-teams possess the knowledge, tools, and support necessary to complete their technical projects.

Business Director: Those holding the role of Business Director shall serve as lead of the Business sub-team where they support the Executive Officer by coordinating functions including financial planning, outreach, marketing, sponsorship, and more. The overall goal of the Business Director shall be to ensure the solar car project is adequately functioned and awareness is being spread to the public regarding BSR's mission.

The Business Director shall improve and uphold relationships with donors. Leads the development of marketing strategy including social media exposure, branding, and public appearance.

Treasurer: Responsible for handling and book-keeping all monetary transactions of the team. Makes sure anything bought or sponsored for the solar car is accounted for, and that all partners' cash or in-kind donations are registered and booked into the correct financial systems. Responsible for overseeing team bank account and communicating with leadership on the status and plan for use of funds. Treasurers shall be in frequent communication with Business Director to plan for monetary gains and transactions. Reports account balances and standing to leadership monthly.

Article V - Executive Committee (if needed): Size and composition of the committee

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. This Committee is composed of the organization leaders and chairpersons of the standing committees.

Article VI - Standing Committees (if needed); Name, purposes, and composition

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. Chairpersons of these committees may be appointed by the organization leadership or elected by majority vote of the voting membership. Standing Committees are as follows:

1. Structural Sub-Team: Carries out mechanical aspects of vehicle development including chassis production, developing suspension, steering, and braking systems, etc. Creates and improves project models using Computer-Aided Design (CAD), Finite Element Analysis (FEA), etc.
2. Electrical Sub-Team: On the power side, this sub-team will carry out electrical aspects of vehicle development, such as engineering the solar array, battery pack development, wiring design, etc. The electrical sub-team will also handle controls, data acquisition, and simulation for the project including embedded software and data analysis.
3. Aerodynamics Sub-Team: Responsible for aeroshell, canopy, and wheel fairing development of the solar car.
4. Business Sub-Team: Responsible for fundraising, marketing, and managing financial aspects of the team through sponsorships, social media, etc.

Article VII - Adviser(s) or Advisory Board: 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 to the team in their areas of expertise at the request of its members. When appropriate, advisers shall attend team meetings and provide input concerning the development of the solar car project.

Article VIII - Meetings of the Organization: Required Meetings and their frequency

Members are required to attend at least three meetings each academic term. General meetings are held on a basis determined by the current officers, but held consistent throughout the academic term. Sub-team meetings are held as deemed necessary by their respective leaders, or as deemed by the Executive Board.

Executive Board meetings shall be held separately on a weekly basis. These meetings are open to the general membership of the organization as well.

Article IX - 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 X - Method of Dissolution of Organization

The organization shall be disbanded if membership drops to less than 3 people for more than 1 calendar year. The organization's assets will be distributed to other organizations or the university in a manner seen fit by the advisor. Access to any accounts shall be provided to the advisor through the team Treasurer.

Article XI - Method of Conflict Resolution

Members are expected to remain professional, even in conflict. If conflicts arise between members, members should first attempt to resolve their conflict individually. If a resolution cannot be achieved, the conflict should be brought to the attention of the Operations Director, who will serve as a mediator. If the Operations Director is themselves involved in the conflict, an unbiased third party such as a member of the Executive Office should serve in a mediatory capacity. If no resolution can be met after involvement from the Operations Director, faculty advisors can be consulted.

By-Laws

Article I – 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

Procedures for becoming a member is to first contact any member of the Executive Board and express interest in joining the organization. The student will then be invited to attend a general meeting where they may decide which sub-team to be placed on, or they will be assigned a sub-team based on interest/experience. No dues are required for membership. To terminate membership, members are asked to inform their sub-team leader, fulfill any outstanding duties and/or discuss a plan for taking care of such responsibilities. Upon termination, the student must return any property belonging to the organization.

Article III- Election / Appointment of Government Leadership

Students eligible for office are those who have previously held voting membership within the organization for a minimum of one academic term. Appointment is to be conducted through interviews by the standing Executive Committee. Leadership must be appointed by members of the Executive Committee. If a member of the Executive Committee becomes ineligible for office before their term is over, the Executive Committee may appoint a member to the role before the specified Appointment period. Project leads will be selected by sub-team leads.

Article IV- Executive Committee (if needed)

The Executive Committee is composed of the organization leaders and leaders of each sub-team. Duties include making decisions in the best interest of the solar car project, and effectively communicating in all aspects relating to the project. Committee shall manage deliverables, communicate with advisers, and relay information to the rest of the team.

Article V- Standing Committees (if needed)

Each committee is responsible for completing tasks relating to its sub-team and communicating any findings to the Executive Committee and advisers.

Article VI - Adviser/Advisory Board Responsibilities

Advisers must be available to provide guidance to the organization when necessary. Advisers are asked to attend a minimum of one meeting each academic term.

Article VII - Meeting Requirements

The quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees) is five members not including those members of the Executive Committee.

Article VIII - Method of Amending By-Laws

By-laws may be amended by proposing in writing and 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).