

# **Buckeye AutoDrive Team**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

The AutoDrive Challenge Team at The Ohio State University

### **ARTICLE II. ORGANIZATION PURPOSE**

The AutoDrive Team at The Ohio State University is a group of graduate and undergraduate students responsible for designing a fully autonomous passenger vehicle. The team competes in the five-year collegiate AutoDrive Challenge against universities nationwide, with the final goal of autonomously navigating an urban driving course.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

*Buckeye Autodrive Team agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

*Buckeye AutoDrive Team agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

*Buckeye AutoDrive Team retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

### **ARTICLE IV. MEMBERSHIP**

## **Section A. Membership Eligibility**

Membership is limited to currently enrolled full-time Ohio State students who are at least 18 years of age at the time of participation. Faculty, alumni, and professionals may participate as associate. Team members must hold membership in SAE International and adhere to the team's constitution, bylaws and university policies.

## **Section B. Member Selection**

Prospective members should contact the team leaders or advisor to determine the appropriate sub-team based on their interests and experience. No dues are required. Membership is open to all eligible individuals, and individuals become members upon joining a sub-team.

## **Section C. Membership Timeline**

Membership is open year-round; there is no fixed application period. Eligible individuals may join at any time during the academic year and remain members as long as they continue to meet eligibility requirements and actively participate.

## **Section D. Member Removal**

If a member engages in behavior that is detrimental to the team's purpose, violates the constitution or bylaws, or violates university policy or the law, the member may be removed through a majority vote of the officers in consultation with the advisor. Consequences can range from a warning or probation to removal from the team depending on the severity. In cases protected by FERPA or when investigations are pending, the executive board may temporarily suspend the member.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Advisors must be full-time Ohio State University faculty or administrative/professional staff who provide guidance and support in their areas of expertise. The Buckeye AutoDrive Team may engage one primary advisor and up to two additional advisors to provide technical and administrative support. Advisors assist with educating student team members, facilitate knowledge transfer from year to year, and are available to the team in person, through scheduled meetings or via email. Advisors are encouraged to attend executive committee meetings but are not required to do so.

### **Section B. Advisor Term**

Advisors serve on an ongoing basis as long as they remain full-time University faculty or staff and are willing to serve. There is no fixed term; an advisor may resign at any time by notifying the team leaders and executive committee.

### **Section C. Advisor Selection**

The team leaders and executive committee select advisors from among full-time University faculty or professional staff with relevant expertise. The organization may have up to three

advisors, consisting of one primary advisor and up to two additional advisors who provide technical and administrative guidance. The proposed advisor must accept the role. Final approval of an advisor requires a simple majority vote of the team leaders and executive committee. After approval, the advisor will be registered in accordance with the University's student organization guidelines.

### **Section D. Advisor Replacement**

If an advisor steps down or is no longer able to serve, the team leaders and executive committee will identify and appoint a qualified replacement following the same selection process used for initial appointment.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

The organization is led by a set of core officers and standing committee leads.

- **Primary Leader (Co-Captain 1)** – Serves as the chief representative of the team. This officer oversees overall strategy, presides over meetings, maintains correspondence with AutoDrive Challenge organizers and sponsors, sets goals, guides the team ethically and professionally, and seeks guidance when necessary.
- **Secondary Leader (Co-Captain 2)** – Assists the Primary Leader in coordinating team activities, represents the organization when the primary leader is unavailable, manages communications among sub-teams, and ensures that policies and decisions of the executive committee are implemented.
- **Lead Project Manager (Treasurer)** – Acts as the treasurer of the organization. This officer manages the budget and finances, oversees procurement and reimbursements, maintains financial records, and coordinates project planning and resource allocation.
- **Standing Committee Leads** – Leaders are appointed or elected for each of the major functional areas: Operations, Sensors, Perception, Planning & Controls, Vehicle Integration, Hardware, Testing & Pipeline, Safety, and Mobility Innovation. Each standing committee lead manages their functional area, coordinates their sub-team's tasks and schedule, mentors members, and represents the sub-team on the executive committee.

These officers collectively form the executive committee responsible for the overall management of the organization. Additional roles may be established in the bylaws to address other needs of the team.

### **Section B. Officer Eligibility**

Officer candidates must be voting members of the Buckeye AutoDrive Team in good standing. Only currently enrolled full-time Ohio State students who meet membership eligibility and actively participate in the team are eligible to hold officer positions.

### **Section C. Officer Selection Process**

Students eligible for office may self-nominate or be nominated by the team leaders, executive committee or advisor. Elections are held at a general meeting during the spring term using an open vote of the members. A candidate is elected when they receive a simple majority of votes cast by eligible members present. In the event of a resignation, a special meeting is convened to elect a new officer by the same simple majority vote. If there is a period between resignation and election, an interim officer may be appointed by consensus of the executive committee.

### **Section D. Officer Removal**

An officer may be removed for cause, including violation of the constitution or bylaws, failure to perform duties, or behavior detrimental to the organization. Removal requires a two-thirds vote of the executive board in consultation with the advisor. The membership may initiate an impeachment by majority vote; if passed, the faculty advisor must approve the resolution for the removal to take effect.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

A decision to dissolve the Buckeye AutoDrive Team shall be made by the team leaders, executive committee and advisor(s). Dissolution requires a simple majority vote of these decision-makers and should occur only when the team can no longer fulfill its purpose or sustain operations.

### **Section B. Dissolution Procedures, including Assets and Debts**

Upon dissolution, the team leaders, executive committee and advisors are responsible for carrying out the dissolution plan. All assets of the Buckeye AutoDrive Team shall first be used to satisfy outstanding debts and liabilities. 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 the advisor in conjunction with the Center for Automotive Research.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

Proposed amendments to this constitution must be submitted in writing and are voted on by the advisor and members of the executive committee. A two-thirds majority is required for adoption. The constitution should not be amended frequently or without careful consideration.