

Constitution Baja Buckeyes

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The Baja Sae Team At The Ohio State University

ARTICLE II. ORGANIZATION 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Baja Buckeyes 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

Baja Buckeyes 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

Baja Buckeyes 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 enrolled Ohio State students; there are no major or GPA qualifications.

Section B. Member Selection

The Baja Buckeyes are open to all interested members. Non-members must attend a General Body Meeting and get added to the Baja Buckeyes Teams to become official members.

Section C. Membership Timeline

The preferred time for new members to join is in the fall, coinciding with the beginning of the team's design cycle. However, membership remains open year-round, and students are welcome to join at any point during the academic year.

Section D. Member Removal

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the Team Leads in consultation with the organization's advisor. III.b. Any elected Team Lead of the chapter may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Team Leads may act for removal upon a two-thirds affirmative vote of the Team Leads in consultation with the organization's advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

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.

Section B. Advisor Term

The Faculty Advisor shall serve a two-year renewable term, beginning at the start of the academic year. Advisors may continue to serve consecutive terms if mutually agreed upon by the Advisor and the team officers

Section C. Advisor Selection

The Faculty Advisor shall be selected by the team officers, with input from the general membership. Advisors must be faculty members of The Ohio State University who are willing to provide guidance on technical, administrative, and professional matters. Selection is based on availability, expertise relevant to the team's

mission, and demonstrated interest in supporting student project teams. The Faculty Advisor must also meet all requirements established by the university for registered student organizations.

Section D. Advisor Replacement

In the event that the Faculty Advisor is unable or unwilling to continue serving, the team officers shall initiate the process to appoint a replacement. A new Faculty Advisor will be nominated by the officers, with input from the general membership, and confirmed by a majority vote of the officers. The replacement must be a faculty member of The Ohio State University and meet all requirements for registered student organization advisors as defined by the university. During the transition period, the outgoing Advisor may remain available in a consultative role at their discretion.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President

- Serves as the chief executive of the team and is responsible for overall leadership, coordination, and representation of the Ohio State University Baja Team.
- Presides over meetings, manages major decisions, and serves as the primary point of contact with the university, competition officials, and external organizations.

Vice President

- Assists the President in team leadership and assumes the President's responsibilities in their absence.
- Coordinates cross-subteam communication and ensures that all operational needs are being met.
- Supports planning for design, manufacturing, and competition readiness.

Treasurer

- Manages the financial operations of the team, including budgeting, fundraising, sponsor funds, and reimbursements.
- Maintains accurate financial records and ensures compliance with university guidelines.
- Provides financial updates to the team membership and leadership as requested.

Subteam Leads

- Appointed to oversee specific technical and operational areas of the team (e.g., Suspension, Drivetrain, Chassis, Electrical, Business/Outreach).
- Responsible for directing subteam work, ensuring progress toward deadlines, and coordinating with other subteams.
- Report directly to the President and Vice President to align subteam goals with the overall team mission.

- The number of Subteam Lead positions may vary annually at the discretion of the President, based on the operational and technical needs of the team.

Section B. Officer Eligibility

All officers must be enrolled students at The Ohio State University, remain in good academic standing, and be active participants in the team. Officers are eligible for re-election provided they continue to meet these requirements.

Section C. Officer Selection Process

Officers shall be elected each year by a majority vote of the actively participating membership following the conclusion of the competition season. Subteam Leads may be either elected by the membership or appointed by the President, with approval of the Vice President, depending on the needs of the team.

Section D. Officer Removal

An officer may be removed from their position if they fail to fulfill their duties, neglect team responsibilities, or act in a manner detrimental to the team. Removal requires a two-thirds majority vote of the actively participating membership, following a discussion of the concerns. The President and Vice President may also call for a review of an officer's performance at any time

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

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

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution, the organization's remaining assets will first be used to satisfy any outstanding debts or financial obligations directly associated with the organization. The Center for Automotive Research (CAR), as the managing cost center, will assist in administering these funds and ensuring that all financial responsibilities are resolved appropriately.

If any debts remain after the use of available assets, the **executive board at the time of dissolution**, in coordination with the **advisor and CAR**, will develop and implement a financial action plan to remedy any outstanding balances. No individual member of the organization shall be held personally liable for these debts.

After all financial obligations have been settled, any remaining assets will be transferred to another student organization, university department, or fund as determined by the advisor and CAR, in accordance with university policies and procedures.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.