



UNIVERSITY of ROCHESTER  
STUDENTS' ASSOCIATION  
GOVERNMENT

## **Baja SAE Team**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Baja SAE Team of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

The Baja SAE Team designs, fabricates, tests, and races a single- seater, off-road vehicle in SAE (Society of Automotive Engineers) sponsored collegiate design competitions. Competitions are held annually both nationally and internationally. The team provides members with the opportunity to work in a highly motivated team atmosphere, the chance apply learned classroom concepts to hands-on engineering problems, and learn and develop many new skills including computer-aided design, finite element analysis, milling, metal turning, welding, budget management, and sponsorship.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Any person who attends more than half of the weekly team meetings and weekend shop hours each month, has a signed shop safety waiver, shows demonstrated interest and asks to be placed on the active members list, who aides in team's mission and whose duties may include, but are not limited to design, fabrication, driving the Baja car, and team fundraising.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are

not eligible to compete nor travel as part of a college student organization. An associate member is a person expressing interest in the team, who is listed as a "Member" on the Baja SAE Team's CCC (Campus Community Connection) page, has a signed shop safety waiver, but doesn't attend shop hours and meetings monthly and who is on the team's mailing list. Associate members may not vote in elections or serve as an Officer or Project Team Lead.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership, plus two officers.

### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. President
- B. Chief Engineer
- C. Chief Mechanic
- D. Business Manager

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over Executive Board and General Team meetings and shall maintain organization within the club, communicate with other officers, communicate with school Administration and Alumni, and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President shall also be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. Furthermore, the President shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- F. The Chief Engineer, in cooperation with Design Board and the Chief Mechanic, shall be responsible for the design of the Baja car, final design decisions, and enforcing all design deadlines.
- G. The Chief Mechanic shall be responsible for establishing weekend and weekday shop hours, as well as maintaining the Baja SAE Team's shop. Furthermore, the Chief Mechanic shall be responsible for the training and safety of all team members, final production decisions, and enforcing all fabrication deadlines.

- H. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. The Business Manager shall also be responsible for appointing and communicating with team sponsors, ensuring thank you's are sent for donations, and working on the Cost Report and Sale Presentation for competition.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure - All members of the Baja SAE Team shall be eligible to hold an officer position. All members of the Baja SAE Team shall be able to nominate a member for an officer position. A nominee shall have a distinct nominator and seconder. The President shall tally secret hand votes and shall only vote to break a tie. In the case the President is a nominee, the Chief Engineer shall take the responsibility for tallying.
- B. Term of Office - The term of office shall be one season. The transition period for new officers will last until the end of the final competition the Baja SAE Team attends in that season during the spring semester. The term goes from the end of the spring semester to the end of the following spring.
- C. Timing of Elections - Elections shall occur at least one week before the first competition the Baja SAE Team attends in that season, during the spring semester.

### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

## **ARTICLE VI – PROJECT TEAMS**

### **SECTION ONE - PURPOSE OF PROJECT TEAMS**

- A. A project team shall be an organized group within the Baja SAE Team whose mission coincides and facilitates the overall mission statement of the Baja SAE Team.
- B. The goals of every project team must be in accordance and working towards the same goals as the Baja SAE Team.
- C. The Baja SAE Team shall ultimately be responsible for the actions of their project teams.

### **SECTION TWO – PROJECT TEAMS**

- A. Frame and Chassis shall be responsible for the design, fabrication, and testing of the chassis for the Baja car. Frame and Chassis shall also be responsible for the design and fabrication of the firewall, body panels, and number panels of the Baja car, as well as preparing the Frame and Chassis design presentation for competition.
- B. Drivetrain shall be responsible for the design, fabrication, and testing of the powertrain of the Baja car, which includes the CVT (continuously variable transmission), gearbox, and drive axles. Drivetrain shall also be responsible for the design and

fabrication of the engine mount, CVT guard, gas tank mount, and spill guard, as well as preparing the Drivetrain design presentation for competition.

- C. Suspension shall be responsible for the design, fabrication, and testing of the suspension of the Baja car, which includes wheels and tires, shock absorbers, linkages, and couplings. Suspension shall also be responsible for the design and fabrication of the steering rack and anti-roll bar, as well as preparing the Suspension design presentation for competition.
- D. Usability shall be responsible for the design, fabrication, and testing for the braking system and driver ergonomics. Usability shall also be responsible for the design and fabrication of the steering wheel and column, driver seat and restraints, brake light and engine kill switches, pedals, and fire extinguisher mount, as well as preparing the Brake design presentation for competition.
- E. Data Acquisition shall be responsible for data collection and validation for different components on the vehicle. Data Acquisition is also responsible for radio communications at competition, as well as preparing a presentation that demonstrates how the test results complete the design cycle for each project team's system for competition.

### **SECTION THREE – PROJECT TEAM LEADS (PTLs)**

- A. A Project Team Leader shall preside over a project team.
- B. A Project Team Leader shall be elected by the same manner described in *Article V, Section Three*.
- C. A Project Team Leader shall report directly to the organization during regular meetings regarding current business of the project team.
- D. A Project Team Leader shall not be an officer or committee chairperson of another student organizations.
- E. A Project Team Leader must spend a minimum of six hours in the shop or doing Baja related work each weekend.

### **SECTION FOUR – SUB-TEAM LEADS**

- A. A Project Team Lead may appoint a Sub-Team Lead to be in charge of a specific project that relates to the responsibilities of the Project Team Lead.
- B. Sub-Team Leads will operate under the supervision of their respective Project Team Lead.
- C. Sub-Team Leads will be appointed on an as needed basis as determined by the Project Team Leader.
- D. The Project Team Leader will get approval from the officers before instating a Sub-Team Lead and appointing the Sub-Team Lead.
- E. The Project Team Leader is responsible for the actions of his or her sub-chair.

### **SECTION FIVE - MEMBERSHIP**

- A. All members of a project team shall be members of the Baja SAE Team.
- B. All members of the Baja SAE Team shall be eligible for project team membership.
- C. A member shall become a member of a project team by expressing interest to the Project Team Lead and agreeing to aide in projects for the committee.

### **SECTION SIX- MEETINGS**

- A. Design Board meetings will consist of all Project Team Leads and the Officers of the club and is open to anyone else at the University that wants to attend. These meetings will be presided over by the Chief Engineer or the Chief Mechanic.

- B. Design Board meetings will occur once a week at a mutually agreeable time for all attendees chosen by the Officers of the group. Meeting times will be posted on Baja's official team website.
- C. General Team meetings will consist of all Project Team Leads, Officers of the group, and any student that wants to attend.
- D. A valid meeting shall follow the same meeting and voting rules as mentioned above in *Article IV*.

**SECTION SEVEN - BUDGET**

- A. Project Team budgets shall be determined and allocated by the organization's executive board.
- B. Project Team budgets shall be managed by the Project Team Lead in consultation with the organization's Business Manager.
- C. All financial requests shall be processed by the organization's business manager.

**ARTICLE VII- RESOURCES**

**SECTION ONE - RESOURCES**

- A. The Baja SAE Team of the University of Rochester will abide their Resource Agreement.

**ARTICLE XII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Baja SAE Team. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**ARTICLE XIII - NONDISCRIMINATION POLICY**

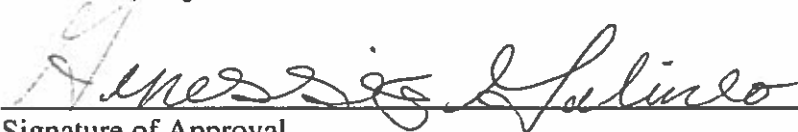
The Baja SAE Team of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.



4/14/2020

Signature of Confirmation  
 Madeline Bedrock  
 President, Baja SAE

Date



3/2/2020

Signature of Approval  
 Genessis Galindo  
 Chair, Student Organization Administration & Review Committee

Date

