



Wichita State University Formula SAE Bylaws

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I. Preamble

A. Name

1. The name of the organization shall be Wichita State Formula SAE. Known as “The Team” here within.

B. Purpose

1. The purpose of The Team is to engineer, fabricate, test, and market an open-wheeled, formula-style race car, known as “The Vehicle” here within, to compete in the international Formula SAE (Society of Automotive Engineers) competitions. Our goal is to provide an opportunity for students to gain real-world skills in problem-solving, design, manufacturing, management, business, and communication.

II. Membership

A. Members

1. Membership is open to all currently enrolled students at Wichita State University and students of Wichita State University Campus of Applied Sciences and Technology (WSU Tech).
2. Membership and participation is free from all forms of discrimination.

B. New Members

1. New members are accepted by individual invitation and/or open enrollment week held at the beginning of every academic semester.
2. New members seeking active member status recruited shall not be limited.
3. New member limit shall be reviewed and amended at the beginning of each fiscal year

C. Active Members

1. Must be a member of the Society of Automotive Engineers (SAE)
 - a) This includes paying the annual membership fee
2. Must make weekly meetings with 2/3 attendance
3. Proper meeting attendance will be determined by Team Captain(s), absences must be communicated to Team Captain(s)
 - a) Proper meeting attendance defined by participating in the weekly meetings
 - b) A meeting is defined by the discussion in the office, and working to further The Team’s goals afterwards
4. Must pay required dues

5. If an active member fails to meet attendance requirements for a period of six consecutive weeks, their active membership may be revoked by a 2/3 Administrative vote.
6. If an active member fails to meet attendance requirements and is subsequently revoked as an active member, he/she may be readmitted as an active member following a period of one month of reattendance, and a reacceptance vote of 2/3 majority
7. Active members are the only members with voting privileges
8. Active members are the only members allowed to attend competition
 - a) Supporting members may be allowed to attend competition under the circumstances in Article II, Section D, Part 5.
9. If members are reinstated to active membership status within a year of paid dues; they do not have to repay the due.
10. Dues are required to be paid after the supporting member is voted in as an active member
11. The active member status of graduating students will be automatically revoked when their SAE competition eligibility expires, via the most current FSAE ruleset
12. Team email must be cc'd to every email relating to The Team sent by any active member.
 - a) This will be enforced with a written warning for the first offense
 - b) For the second offense, a one-month probationary period will be had that during which any conduct violations will result in a vote for removal of email privileges
 - c) For the third offense, a vote will be held for removal of email privileges
13. Any active member has the right to call for a vote on anything they see fit.
 - a) Bylaws-related topics require a 2/3 majority
 - (1) Refer to bylaws section XI
 - b) Anything not specifically covered in the bylaws can be passed by majority
 - c) Assuming the vote does not go against state, federal, or university policy.
 - d) Vote must be transparent to entire team
 - e) All members affected by the vote must be included on said vote

D. Supporting Members

1. Includes all new members and all members who do not meet active member requirements
2. Supporting members must follow a 60 day non-active period from the week they attend their first weekly meeting.
3. Supporting members must follow and adhere to active member policies for the 60 day period
4. Supporting members must be approved by a majority vote of active members at the end of the 60 day period to receive active status
5. Supporting member may attend competition if voted on by a majority active member vote

E. Membership Behavior

1. Substance Use Policy

- a) Being under the influence of/consuming any controlled substance is strictly prohibited in the shop, office, or in any location with The Vehicle, whether it is consumed there or prior. The only exception is for approved medical use. Failure to abide will result in:
 - (1) First Offense: Verbal warning from Team Captain(s)
 - (2) Second Offense: 3 months suspension from Active Member Status
 - (3) Third Offense: Indefinite removal from affiliation with the team

2. University Policy Violations

- a) Any violation of Wichita State University's student code of conduct, safety policy, academic integrity policy, or any other official university policy while acting as a representative of The Team, or in connection with team activities, will be handled using the following three-strike process:
- b) First Offense: Written warning from the Team Captain(s) and a formal documentation of the incident. The individual must meet with The Captain(s) and one other member of The Admin to review expectations.
- c) Second Offense: Suspension from active member status for one month. During this time, the member may not vote, represent the team externally, or attend competition-related events.
- d) Third Offense: Automatic removal from any elected or appointed leadership position on the team. The individual may continue as a supporting member but will no longer hold any officer or sub team lead role.
- e) In cases of severe misconduct, such as harassment, discrimination, theft, or intentional safety violations, The Team reserves the right to escalate discipline action immediately, including immediate suspension or removal, as defined in Article III, Section H.2 (Vacancies and Removal).
- f) All disciplinary records shall be kept by the Team Captain(s) and may be shared with the Faculty Advisor if appropriate.

3. Reporting and Escalation of Serious Violation

- a) If any member brings forward an allegation or evidence of a violation of university policy such as academic dishonesty, harassment, discrimination, threats, or other serious misconduct, the Admin Team is required to meet within one week to review the report and determine the appropriate response.
- b) The Admin Team must evaluate the nature of the violation and determine whether the incident falls under the jurisdiction of Wichita State University's Student Conduct and Community Standards.

- c) If the Admin Team determines the violation is a reportable offense under university policy, it must be referred to the appropriate university office such as the Office of Student Conduct. The team will defer disciplinary jurisdiction to the university.
- d) The team may implement interim measures such as temporary suspension of active status, removal from leadership roles, or restriction from team events until the university process is complete.
- e) All reports and meetings on the matter must be documented and stored securely by the Team Captain or Captains and shared with the Faculty Advisor if appropriate.
- f) Retaliation of any kind against the reporting party is strictly prohibited. Retaliatory behavior will result in immediate review by the Admin Team and may lead to disciplinary action including removal from the team.

III. Organizational Structure

A. Overview of Officer Positions

- 1. Officers Include
 - a) Team Captain(s)
 - b) Chief Engineer
 - c) Shop Director
 - d) Treasurer
 - e) Engineering Sub-Team LEaders
 - (1) Aerodynamics, Chassis, Cockpit and Controls, Drivetrain, Electronics and Data Acquisition, Powertrain, Composites Manufacturing, Suspension and Brakes
 - f) Business Team Leaders
 - (1) Social Media, Outreach and Sponsorship, Graphic Design and Merchandise, Video and Promotional
- 2. All Officers:
 - a) Must maintain active status
 - b) Are required to attend throughout the year
 - c) May not hold more than two positions on The Team

B. Leadership Team

1. Team Captain(s)

- a) Facilitates, conducts, and moderates weekly general team meetings, takes meeting attendance and minutes of all meetings
- b) Team captain(s) holds the ability to cancel or reschedule weekly general team meetings at his/her/their discretion
- c) Arbitrator of inter-team conflicts
- d) Creates pre-meeting agendas for special meetings
 - (1) Does not include budget or Sub-Team meetings
- e) The Team's contact for school and administration

- f) Primary manager and contact for new members
- g) May not hold the position of Chief Engineer and/or Treasurer in addition to the position of Captain
- h) May not hold more than two positions on The Team
- i) Decision to have two co-captains is permissible but must be agreed upon with a 2/3 vote
 - (1) In the event of co-captains, there must be impeccable communication between them and The Team to avoid disagreements and the forming of factions within The Team.
- j) If one captain is unable to attend a meeting where a vote will be held, vote can still be held with written and verbal permission from the absent captain

2. Chief Engineer

- a) Keeps track of deadlines and master schedule for design, manufacture, and testing
- b) Facilitates, conducts, and moderates weekly technical briefings.
- c) Chief Engineer holds the ability to cancel or reschedule weekly technical briefings at his/her discretion
- d) May schedule design review briefings at his/her discretion
- e) Ensures good engineering practices throughout the year
- f) Verifies proper design and design practices from start to final iteration of design
- g) Manages master vehicle assembly model
- h) Manages technical documents for SAE submission
- i) Approves final designs and manufacturing methods
- j) Overseer of vehicle and part testing for safety and data reliability
- k) Supervises data analysis from both design and testing
- l) May not hold the position of Team Captain and/or Treasurer in addition to the position of Chief Engineer
- m) May not hold more than two positions on The Team

3. Shop Director

- a) Manages and enforces The Team to keep the shop clean with help from the other Sub-Teams (5s system: Sort, Set in Order, Shine, Standardize, Sustain)
- b) In charge of safety such as flammables in the cabinet, safety tests etc.
- c) Manages training procedures on machines in the shop
- d) Manages MSDS (Material Safety Data Sheets) handbook/datasheets from product manufacturer
- e) Inventories high wear or high use items and keeps stock such as:
 - (1) Drill bits, epoxys, tape rolls, saw blades, abrasives, taps, dies, hardware cart, etc.
- f) Must sign off on the safety test of new members
- g) May not hold more than two positions on The Team

4. Team Administration

- a) Team Administrators are defined to be: Captain/Co-Captains, Chief Engineer, Shop Director, and two general Administration positions that can be voted on and filled by any active member of The Team.
- b) Team administration is responsible for planning of all trips
 - (1) Should be done under the guidance of the Captain(s)
 - (2) This shall include
 - (a) Accommodations
 - (b) Transport
 - (c) Finances
 - (d) Supplies

C. Engineering Leadership

1. Engineer Team Leaders

- a) Maintains Sub-Team deadlines and schedule
- b) Keeps track of all details of Sub-Team
- c) Keeps design focus and goals as decided during meetings
- d) In charge of design record on hard drive and physical files
- e) Must attend competition; as soon as knowledge of inability to attend is obtained, must relinquish duties to someone who is able
- f) Head representative of Sub-Team at competition design event
- g) Maintains Sub-Team binder/research document with all above material
- h) In charge of ensuring the components in their subsystem meets all rules requirements
- i) Also referred to as "Sub-Team Leads"
- j) May not hold more than two positions on The Team

2. Engineer Sub-Teams

- a) **General**
 - (1) Each Sub-Team is responsible for the design and manufacturing of the components listed
- b) **Aerodynamics (AE)**
 - (1) Responsible for all aerodynamic elements
 - (a) Nose cone
 - (b) Side pods
 - (c) Body work
 - (d) Aerodynamic package
- c) **Chassis (CH)**
 - (1) Responsible for chassis
 - (2) Responsible for SES
 - (3) Responsible for all hard mounting fixtures to the chassis

d) Cockpit and Controls (CC)

- (1) Responsible for driver controls and ergonomics including, but not limited to:
 - (a) Steering system
 - (b) Pedals
 - (c) Shifter
 - (d) Seat
 - (e) Closeout panels
 - (f) Firewall
 - (g) Headrest
 - (h) Padding
 - (i) Driver harness
 - (j) Cockpit temperature compliance

e) Composites Manufacturing (CM)

- (1) Manages composite area
- (2) In charge of managing composite inventory
- (3) Responsible for all manufacturing of composites
 - (a) Manufacturing and post processing of the mold
 - (b) Composite layups
 - (c) Preparation and cleanup
 - (d) Stitching
- (4) Interactions with other Sub-Teams
 - (a) Sub-Team is in charge of mold and part design
 - (b) In charge of approval for manufacturability of part and mold designs
 - (c) Sub-Team lead is responsible to assist with all manufacturing
 - (i) Includes mold manufacturing and post processing
 - (ii) Includes composite layup
 - (iii) Includes all preparation and cleanup
 - (d) Post processing of component is the responsibility of the Sub-Team lead

f) Drivetrain (DR)

- (1) Power transfer of The Vehicle
- (2) Differential and mounts
- (3) Gearbox
- (4) Half shafts
- (5) Final drive shield

g) Electronics and Data Acquisition (EE)

- (1) Wiring harness
- (2) Sensors
- (3) Data logging
- (4) Driver interface on screen
- (5) Kill switches
- (6) Accessory switches
- (7) ECU and PDM
- (8) Battery

h) Powertrain (PT)

- (1) Engine
 - (a) Tune
 - (b) Oil system
- (2) Exhaust system
- (3) Intake system
- (4) Fuel system
- (5) Cooling system

i) Suspension and Brakes (SB)

- (1) Wheel and tires
- (2) Uprights
- (3) Brake system
 - (a) Brake disc
 - (b) Brake calipers
 - (c) Brake lines
- (4) Control arms
- (5) Springs and damper systems
- (6) General suspension setup

3. Business Leadership

Responsible for managing finances, securing sponsorships, promoting The Team, and handling outreach efforts. These teams ensure that the technical side of racing is backed by solid planning, funding, and community engagement.

a) Treasurer

- (1) Responsible for
 - (a) Keeps records of all finances
 - (b) Orders all parts
 - (c) In charge of all reimbursements
 - (d) Creates a yearly budget and presents to active meeting within first five weeks of fiscal year; this is the first quarterly budget meeting
 - (e) On the first active meeting of every semester, two leadership members, voted on by the majority of active members, will perform an audit of the cash box and present their findings at the next active meeting.
 - (i) In the fall, this will also be done after dues are collected
 - (f) A running, current budget shall be kept public to The Team on Google Drive
 - (g) May not hold more than two positions on The Team
 - (h) All financial work must be done under the oversight of the treasurer
 - (i) Financial work may be completed by others if treasurer is unreachable
 - (a) Treasurer must be informed on their return

b) Social Media

- (1) Responsible for:

- (a) Builds and maintains The Team's online presence across platforms (Instagram, Facebook, Youtube, LinkedIn, etc.)
- (b) Creates and schedules engaging content to highlight The Team's progress and achievements
- (c) Promotes team events, fundraisers, and sponsor shoutouts
- (d) Engages with followers, sponsors, and other teams to grow visibility and support
- (e) Collaborates with other business subteams to align messaging and promotional efforts.

c) Outreach and Sponsorship

(1) Responsible for:

- (a) Identifies potential sponsors and builds relationships with industry partners
- (b) Writes sponsorship proposals and customizes pitch materials for companies
- (c) Maintains communication with current sponsors and provides regular updates on team progress
- (d) Organizes and attends outreach events to promote The Team and recruit support
- (e) Manages sponsor deliverables, such as logos on the The Vehicle, social media recognition, and event invitations
- (f) Tracks and records sponsor contributions (monetary and in-kind)
- (g) Collaborates with other Sub-Team to ensure sponsor needs and branding are integrated into The Vehicle's design, media, and team apparel
- (h) Helps coordinate team presence at university and community events to boost visibility and engagement

(2) IS NOT SOLELY RESPONSIBLE FOR GETTING SPONSORSHIP

d) Graphic Design and Merchandise

(1) Responsible for:

- (a) Designs visual assets for The Team, including logos, posters, social media graphics, and promotional materials
- (b) Creates merchandise designs such as t-shirts, hoodies, hats, and stickers for team members and supporters
- (c) Collaborates with the Social Media Team to ensure visual consistency across platforms
- (d) Works with the Sponsorship Team to incorporate sponsor logos into graphics, The Vehicle's livery, and merchandise
- (e) Coordinates with print shops and vendors for production of team apparel and merch
- (f) Helps design and maintain team branding on banners, booth displays, and other public-facing materials

- (g) Ensures all visual materials align with The Team's identity and professional image

e) Video, Photography, and Promotional

- (1) Responsible for:
 - (a) Captures high-quality photos and videos of The Team during builds, testing, competitions, and events
 - (b) Produces promotional videos, highlight reels, and team member spotlights
 - (c) Edits visual content for use on social media, the website, and sponsor updates
 - (d) Works closely with the Social Media and Marketing teams to create compelling storytelling content
 - (e) Documents The Team's engineering process, showcasing progress and innovation
 - (f) Provides visual content to support sponsor visibility and promotional campaigns
 - (g) Assists in creating media packages for recruitment, outreach, and presentations
 - (h) Ensures all content aligns with team branding and conveys a professional image
 - (i) Official team headshots for use in social media and the website

D. Officer Flexibility

1. Vacancies

- a) Any vacancy shall be filled by a majority vote at any active member meeting

2. Removals/Suspensions

- a) Any officer, including The Team Captain, may be removed or suspended from office at any time by a 2/3 majority vote at any active member meeting.
 - (1) Possible suspension instead of removal from duty will be established at that time.
 - (2) The person under consideration shall be given the opportunity to speak and given a minimum one week notice before vote.
 - (3) The person under consideration shall not be counted in determining the presence of the quorum.
 - (4) Under exigent circumstances officers may be removed without notice with a 3/4 team vote.
 - (a) Exigent circumstances include
 - (i) Abuse of powers
 - (a) Acting against an official team vote in their official capacity
 - (b) Extending their powers from what is given in the bylaws to each officer
 - (ii) Stealing from The Team

3. Additional Officers

- a) The Team has the ability to create temporary positions for the current fiscal year by a $\frac{2}{3}$ majority vote.
- b) These positions may fall into any category (i.e. Administration, Engineering Team Leaders), and shall be determined based on the responsibilities of the created position.

IV. Meetings

A. Meeting Requirements

1. All active members must inform Team Captain(s) if they will not be present prior to the meeting
2. With 24 or more hour notice, no reason is required
 - a) If members have given 24 hours notice for more than 3/4 of meetings in a month they will be put on a one-month probationary period that they can only give 24 hour notice for 1/4 of meetings
 - (1) If they fail to meet the requirements of this probationary period then they shall be removed from active member status
 - (a) If the member under scrutiny is a Sub-Team lead their removal will be subject to a 2/3 team vote
 - (2) Exemptions can be given subject to team voting
3. Within 24 hours, a valid reason must be given
 - a) Valid reasons include:
 - (1) School requirements
 - (2) Family emergencies
 - (3) Personal emergencies
 - (4) Work requirements

B. Regular Meetings

1. General Team Meetings

- a) Weekly meeting of all members
- b) Conducted and moderated by Team Captain(s)
- c) May be canceled or rescheduled at the discretion of the Captain(s)
- d) Team Captain(s) shall keep meeting minutes and record meeting attendance
- e) Decisions including but not limited to finance, Public Relations, The Team, and membership status will be decided and voted on

2. Team Technical Briefings

- a) Weekly meeting of all the Engineering Teams
- b) Conducted and moderated by the Chief Engineer
- c) May be canceled or rescheduled at the discretion of the Chief Engineer
- d) Meetings will consist of technical and engineering related updates from the Engineering Team Leaders to the Chief Engineer and fellow team members

- (1) The purpose of these meetings is to keep all interested parties apprized of all engineering related progress and to facilitate discussion of The Vehicle's development
- e) Decisions involving the design and manufacture of The Vehicle shall be voted upon during these meetings
- f) Meets once a week
 - (1) Preferably on a separate day from the general team meeting (in the interest of brevity)
- g) Engineering Team Leaders shall be required to attend
 - (1) Engineering Team Leaders must inform Chief Engineer and Captain(s) if they will not be present

3. Sub-Team Breakout Meetings

- a) Attendance is the responsibility of the Engineering Team Leader in charge of the breakout meeting
 - (1) Meeting attendance should be communicated to the Captain(s) by the Engineering Team Leader
- b) The meeting should be organized during the Technical Meeting, with a time and day set
- c) Meeting agenda is determined by the Engineering Team Leader

4. Remote Virtual Meetings

- a) In the event that an active team member is unable to be physically present through circumstances beyond their control, they shall be permitted to attend both the General Team Meetings and the Team Technical Briefings through a virtual discussion and collaboration software platform. This platform is currently Discord (F.Y. 2025.)
 - (1) The team member must have a valid reason for being unable to attend
 - (a) A valid reason is described in Article V, Section A, Part 3
 - (2) They must notify the Team Captain(s) and The Team as soon as they know they will be unable to attend
 - (3) Discord will only be active during a meeting when a valid reason is provided
- b) In the event that an active team member is unable to be physically present at a Special meeting through circumstances beyond their control, they may be permitted to attend through an virtual discussion and collaboration software platform provided the following:
 - (1) The team member must have a valid reason for being unable to attend
 - (2) They must notify the Team Captain(s) and The Team as soon as they know they will be unable to attend
 - (3) The Team must accept the absence and virtual participation through a 2/3 majority vote
 - (a) This is to ensure all active members will attend important Special meetings unless absolutely necessary
- c) Virtual meeting etiquette in any virtual interaction is strongly encouraged

C. Special Meetings

At every special meeting, at least five active members must be present

1. Yearly Elections

- a) Elections will be held within the first two weeks of the fiscal year. Dates and times will be decided at the end of the fiscal year in the active member meeting.
- b) All positions under Article III will be voted on and determined for the whole year.
- c) Nominations will be held the first week. A nomination must be seconded by another active member. Election will be held within one week.
- d) A majority active member vote is required

2. Team/The Vehicle's Goals

- a) Team/The Vehicle's goal meetings will be held within the first three weeks of the fiscal year. Dates and times will be decided at the end of fiscal year.
- b) Meeting will cover all design and team goals for the year
- c) Goals shall be published through:
 - (1) The Team's current communication service (Discord for 2025 fiscal year).
 - (2) The Team's Google Drive account
- d) Design schedule will be determined
- e) A review meeting shall be held within two weeks after the end of the Fall Semester

3. Yearly Budget

- a) The End of Year Budget meeting will be conducted the last week of the fiscal year or before if scheduling conflicts.
- b) The Treasurer will lead the meeting
- c) Any business needed to close out the fiscal year will be presented and voted on.
- d) Business may include reimbursements, end of year purchases, transition of treasurer responsibilities, etc.

4. Scholarships

- a) A meeting shall be held the first available week during the Elections, and/or Team/The Vehicle's goals meetings to determine whether or not The Team will be awarding scholarships for the following year.
- b) A majority vote is required to determine whether or not The Team will be awarding scholarships for the following year.
- c) If The Team has voted to award scholarships for the current year, a separate meeting shall be held without the members that are eligible to receive a scholarship present, in order to determine the appropriate recipients.
- d) A scholarship recipient can not receive more than one scholarship.
- e) Scholarships may be divided amongst multiple recipients and additional scholarships may be awarded if The Team deems it appropriate by a majority vote.
- f) Scholarships are awarded in the following manner:

- (1) Potential recipients are nominated by active members by a majority vote.
- g) The following are scholarships that can be awarded:
 - (1) The Shocker Racing New Member Scholarship
 - (a) Free membership for one full year (\$65 value)
 - (b) Awarded to the new member who has regularly met attendance expectations, shown a considerable amount of growth in capabilities related to The Team, and has clearly demonstrated a willingness to self teach.
 - (2) The Wichita SAE Outstanding New Member of the Year
 - (a) Awarded to the new member that has shown great initiative and who has clearly demonstrated the ability to independently carry out nearly any task asked of him/her.

5. Sub-Team

- a) Sub-Team meetings may be called by any Representative lead or the Chief Engineer at any time. Date and time will be determined by whom called the meeting.
- b) Any member involved in that Sub-Team is required to attend the meeting
- c) Sub-Team Rep. is responsible for pre-meeting agenda

6. End of Phase

- a) End of phase meetings will be held at the end of every phase to facilitate the transition between phases, and including determining the schedule for the next phase.
- b) Phases include but are not limited to: design phase, manufacturing phase, and testing phase.
- c) Led by Chief Engineer

7. Quarterly Budget

- a) Budget meetings will be conducted at the beginning of each yearly quarter
- b) The Treasurer will conduct the meeting and present the current state of the budget and any possible changes. Treasurer is responsible for pre-meeting agenda
- c) Any Officer may propose changes, as to be enacted by a majority active member vote.
- d) Any member may attend

V. Driver Program

The Team shall utilize a progressive licensure system, consisting of three tiers of eligibility based off of the following criteria and requirements. All advancements through the licensure system are determined by a 2/3 Administrative and Competition License holder vote. The person under consideration shall not be counted in determining the presence of the quorum. Any license can be revoked by a 2/3 Administrative and Competition License holder vote.

A. Tier 1: Novice License

1. A Novice License shall enable a team member to be qualified to drive The Vehicle at practice events held at the Testing Location(s) and possible events held on campus (pending university approval) under the supervision and guidance of experienced team members
2. To qualify for a Novice License a team member must meet the following requirements:
 - a) Must retain Active Driver Status
 - b) Must pass the Emergency Driver Egress Test
 - c) Must pass a Blindfold Controls Test
 - d) Must pass the Flag Color Identification Test
 - e) Must pass the Driver and Course Marshall Safety Test

B. Tier 2: Advanced License

1. An Advanced License shall enable a team member to drive The Vehicle at official SCCA sanctioned Autocross events at the Sunflower Aerodrome Glider Port and other locations, as well as car testing sessions, and other unofficial racing events.
2. To qualify for an Advanced License a team member must meet the following requirements:
 - a) Must retain Active Driver Status
 - b) Must hold a current Novice License
 - c) Have completed a minimum of three practice sessions

C. Tier 3: Competition License

1. A Competition License shall enable a team member to drive The Vehicle at the Formula SAE Collegiate Design Competition dynamic events.
2. To qualify for a Competition License a team member must meet the following requirements:
 - a) Must meet *all* driver requirements and restrictions based off of the rules outlined by the most current Formula SAE Rules book
 - b) Must hold a current Advanced License
 - c) Must Retain Active Driver Status
 - d) Have participated in a minimum of two SCCA Autocross events or test sessions in a Formula SAE racecar within the last three years.
 - (1) Completion of an official FSAE competition autocross or endurance shall be counted

D. Active Driver Status

1. To participate in any event (practice session, Autocross round or competition dynamic event), all drivers must retain Active Driver Status.
2. To retain Active Driver Status, a team member must meet the following requirements:
 - a) Must be an active member

- b) Must have attended 2/3 of weekly Regular Meetings (General Team Meetings, Team Technical Briefings, and General Work Days) over a period of one month prior to the event

E. Additional Requirements

1. Any individual wishing to participate in any driving event (practice session, test session, SCCA Autocross event, or competition), he/she must also:
 - a) Help load/unload The Team trailer with The Vehicle and any tools or equipment necessary
 - b) Help in clearing/setting up any space used for driving The Vehicle
2. Failure to do so will result in that individual forfeiting their privilege to drive The Vehicle for that particular event, unless unanimously decided otherwise by all members present at that event

F. Exceptions

In some circumstances, exceptions to the rules of Article VI may be permissible. These circumstances are, but not limited to as follows:

1. VIP Guest Drivers

- a) A VIP Guest Driver is an individual who is unaffiliated directly with The Team and it's normal operations
- b) A VIP Guest Driver may be allowed to drive The Vehicle in a practice session setting if The Team feels it will bring tangible benefit or prestige to The Team and/or its members
 - (1) These individuals may include, but are not limited to: school administrators, potential and current sponsors, or possible future employers
- c) A VIP Guest Driver must:
 - (1) Have been given adequate training by an experienced driver who is an active member.
 - (2) Sign a waiver agreeing to not hold Shocker Racing, or Wichita State University and its affiliates responsible for personal injury and or any property damage
 - (3) Be closely supervised by The Team during vehicle operation
- d) For an any individual to become a VIP Guest Driver they must be accepted as such by a 2/3 majority vote

2. Lack of Qualified Drivers

- a) In the event that there are not enough drivers with the qualifications to enable them to be granted a competition license, a temporary competition license can be granted.
 - (1) Temporary competition license is valid for a single specified competition
- b) This exemption must be voted on for each case and approval by a 2/3 majority
- c) In this circumstance, every effort should be made to provide as much adequate training as possible

VI. Emergency Policy

A. Definition

1. During Emergency Situations team administrators may be granted the power to enact special emergency policies designed to safeguard The Team, team members and team property until the emergency situation is deemed to be over.
2. Emergency Situations are defined as, but not limited to: pandemics, natural and man-made disasters, social disruptions, or any event that threatens the success of the current team.

B. Requirements

1. To activate the Emergency Policy clause, an emergency situation must be declared by a majority agreement between Team Administrators.
2. This declaration must be accepted by a 2/3 majority vote by Team Officers for the Emergency Policy clause to take effect.

C. Limitations

1. Bylaws take precedent over policies, and policies must be in harmony (not conflict) with the bylaws. Any policy which is in direct conflict with any section of the Bylaws will need to be approved via a 2/3 majority vote to suspend the particular Bylaw that is causing conflict
2. Policies may only be added or removed by majority agreement between the administrative team.

D. Veto

1. Any policy made during an Emergency Situation may be vetoed by The Team through a 2/3 majority vote by active members

VII. Financial Policy

A. Dues

1. Nonrefundable dues in the amount of \$65.00 shall be collected from each active member and any member seeking active member status. Collection is first meeting on or after October 1st.
2. **Method of Payment**
 - a) Team members shall have the option of paying dues through cash or online payments
 - b) Payments will be made to the Treasurer on behalf of The Team, carefully counted and stored in a secure location

B. Fiscal Year

1. The fiscal year for The Team shall be from July 1st through June 30th
2. "Year" within document refers to fiscal year

C. Budgeting and Account Limitations

1. Audit provided documents will consist of all account statements, reimbursements, invoices, and budget documents since the last audit.
2. All purchases must be accounted for, including purchases held by retailers waiting to be shipped, and purchases in transit, by invoices provided. So as to prove the item has been purchased and has been received or is on its way.
3. All items must be cross referenced between invoices and one of the following: account statement, reimbursement, or receipt from WSU purchasing card purchases.
4. The running budget must represent all purchases.

D. Purchase Approval Requirements

1. All individual items or single invoices \$1,000 and up must be voted on and approved by 2/3 majority vote of active members.

VIII. Faculty Advisor

A. Role

1. The Faculty Advisor is to help guide The Team through the proper channels to access other faculty members and resources within the university.
2. The Faculty Advisor is to represent the interests of The Team within the university.
3. To offer advice when approached on subjects of both project design and team management.

B. Requirements

1. The position of Faculty Advisor to The Team is to be held by a full time employee of Wichita State University within the College of Engineering.
2. Any candidate who meets the above requirements and wishes to volunteer for the position of Faculty Advisor must be voted into position by a 2/3 majority vote of The Team.
3. The term of Faculty Advisor is not limited by time, however, if The Team decides the Faculty Advisor is not fulfilling their role, suitable replacements may be found and a new election is to be held.

C. Expectations

1. The Team expects the Faculty Advisor to be aware of how The Team functions and how well The Team is progressing throughout the year.
2. It is highly preferred that the Faculty Advisor be able to attend official SAE competitions.

3. The Team will listen to the advice given by the faculty advisor but should The Team reach a majority vote that does not follow the council given, the Faculty Advisor may not attempt to reverse the decision.

IX. Amendments

A. Standard Amendment Process

1. These By-laws are established with a 2/3 majority vote. Amendments created by the Bylaws committee must be presented and voted on by the first week of the fiscal year. An active member can present a possible amendment at any active meeting. Passing vote for amendments is a 2/3 majority vote.

B. Special Circumstance Amendments

1. Amendments can also be voted on at any time should a special circumstance arise.
 - a) A special circumstance is any event that threatens the success of the current team