

Wichita State University Formula SAE Bylaws

DATE: 4 July 2013

I. Preamble

A. Name

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

B. Purpose

The purpose of The Team is to engineer, fabricate, test and market an open-wheeled, formula style race car to compete in the international Formula SAE competitions. Our goal is to provide 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
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 year
2. New members seeking active member status recruited at the beginning of the school year shall be capped at 15
4. New member cap shall be reviewed and amended at beginning of each new year

B. Active Members

1. Must be member of SAE
2. Must make weekly meetings with 2/3 attendance
3. Must pay required dues
4. If active member fails to meet responsibilities, active membership may be revoked by a $\frac{2}{3}$ majority vote and will receive probationary status
5. Active members are the only members with voting privileges
6. Active members are the only members allowed to attend competition.

C. Probationary Members

1. Includes all new members and all members who do not meet active member requirements
2. Probationary members must follow 4 month non-active period to become an active member
3. Probationary members must follow and adhere to active member policies for the 4 month period, including active member dues

4. Probationary members must be approved by a majority vote of active members at the end of the 4 month period to receive active status

III. Officers

Officers include Chief Engineer, Public Relations Representative, Treasurer, Aerodynamics Representative, Drivetrain Representative, Electronics/Data Acquisition Representative, Suspension/Brakes Representative, Chassis Representative, and Cockpit/Controls Representative. All officers must maintain active status and are required to maintain attendance throughout year including holidays, summer etc.

A. Chief Engineer

1. Facilitate, conduct, moderate the weekly active member meeting
2. Keep track of deadlines and master schedule
3. Send out weekly emails
4. Arbitrator of inter-team problems
5. Required to take minutes at active member meetings
6. Creates pre-meeting agendas for special meetings (does not include budget or sub-team meetings)

B. Engineer Representatives

1. Maintains subteam deadlines and schedule
2. Keeps track of all details of sub-team
3. Keeps design focus and goals as decided during meetings
4. Incharge of design record on hard drive and physical files
5. Must go to competition; as soon as knowledge of inability to go, must relinquish duties to someone who can
6. Head representative of subteam at competition design event
7. Maintains sub-team binder with all above material

C. Public Relations Representative

1. In charge of fundraising and establishing sponsorships
2. Maintains sponsorship contact and obligations
3. Acts as The Team representative for school administration
4. Informs The Team of any problems outside of The Team
5. Keeping track of any t-shirt, poster, sticker, and other merchandise needs

D. Treasurer

1. Keeps records of all finances
2. Orders all parts
3. Incharge of all reimbursements
4. Creates a yearly budget and presents to active meeting within first 5 weeks of new year

E. Vacancies and Removal

1. Any vacancy shall be filled by a majority vote at any active member meeting
2. Any officer, including the Chief Engineer, may be removed or suspended from

office at anytime by a $\frac{2}{3}$ majority vote at any active member meeting. The person under consideration shall be given the opportunity to speak and given a minimum one week notice of potential removal. Possible suspension instead of removal from duty will be established at that time. The person under consideration shall not be counted in determining the presence of the quorum.

IV. Meetings

Quorum for majority votes is 7. Chief Engineer holds tie breaking vote if necessary.

A. Regular

Meetings will be conducted in the order of Rep. reports, old business, then new business. 3 meetings will be conducted a week. Dates and times will be determined by Chief Engineer in active meeting.

1. Active

- a. Weekly meeting of all active members
- b. Conducted and moderated by Chief Engineer
- c. All decisions including but not limited to design, manufacture, finance, Public Relations, The Team, and membership status will be decided and voted on
- d. Meets once a week

2. Whole Team

- a. Meetings will be led by a rotating Rep. by the order in Article III
- b. Conducted at the beginning of every designated meeting day, but after active meeting
- c. Consists of schedule for that day and any business from probationary members.

B. Special

Pre-meeting agendas must be published at least a 3 days in advance. The Chief Engineer may call a meeting at anytime including but not limited to the following:

1. Yearly Meetings

Active members are required to attend and vote

a. Elections

1. Elections will be held within the first 2 weeks of the fiscal year. Dates and times will be decided at the end of fiscal year in active meeting.
2. All positions under Article III will be voted on and determined for the whole year.
3. Nominations will be held the first week. A nomination must be seconded by another member. Election will be held the second

week.

4. A majority vote is required

b. Team/Car Goals

1. Team/Car Goal meetings will be held within the first 3 weeks of the fiscal year. Dates and times will be decided at the end of fiscal year.

2. Meeting will cover all design and team goals for the year

3. Publish those goals

4. Design schedule will be determined

c. Yearly Budget

1. End of Year budget meeting will be conducted the last week of the fiscal year

2. The Treasurer will lead the meeting

3. Any business needed to close out the fiscal year will be presented and voted on

4. Business may include reimbursements, end of year purchases, transition of treasurer responsibilities, etc.

2. Sub-team

a. Sub-team meetings may be called by any Rep. or the Chief Engineer at anytime. Date and time will be determined by whom called the meeting.

b. Any member related to that subteam is required to attend the meeting

c. Sub-team Rep. is responsible for pre-meeting agenda

3. End of Phase

a. End of phase meetings will be held at the end of every phase to facilitate the transition between phases

b. Phases include but are not limited to: design phase, manufacturing phase, and testing phase

c. Determine schedule for next phase

4. Quarterly Budget

a. Budget meetings will be conducted quarterly

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 member may attend

V. Finances

A. Dues

1. Dues in the amount of \$80.00 shall be collected from each active member and any member seeking active member status. Collection is first meeting on or after October 1st.

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

VI. Committees

A. Bylaws

1. Committee will be established before the end of the fiscal year to determine any possible amendments to these Bylaws

VI. Amendments

These By-laws are established with a $\frac{2}{3}$ 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 $\frac{2}{3}$ majority vote.

