Formula SAE at the University of Arizona Racing Team Constitution

A club to further educate U of A students in the areas of engineering design and validation.

Formula SAE Racing club helps students to learn the methods of design, testing, and engineering to real life situations so they will effectively be more prepared for their careers and future pursuits. This club provides students with the opportunity to have leadership roles and work in teams to achieve one goal, just like engineers in industry.

The Formula SAE Racing club is important for students at the university because it gives them a chance to work with a competitive organization and improve their team working skills. The club gives members a chance to get hands on experience with machining tools like those used in industry while providing a broad spectrum education from design and fabrication experience to marketing and presentation skills.

Herein lies the constitution of the Formula SAE at the University of Arizona, adopted this day, the 1st of January 2014.

Mission:
The mission of Formula SAE at the University of Arizona team is to advance technical education through the practical application of engineering principles.

Objectives:
1. Create a Formula SAE team, which will be a permanent institution at the University of Arizona.
2. Create a program for community outreach to local elementary and secondary schools encouraging student’s interest in science and engineering.
3. Participate in the annual Formula SAE competition hosted each summer.
4. Provide educational and leadership workshops for club members.
5. Develop partnerships between Formula SAE and industry to generate support for program infrastructure and increase club knowledge base.
6. Continually advance the team via new member recruitment while providing new educational opportunities for all members.

To ensure the future direction of the Formula SAE at the University of Arizona racing team, the roles of members and leaders have been organized as described herein. There are different levels at which members can be involved with the club. As a freshman, team members tend to be just members, learning and working with older teammates and on sub-teams. As sophomores, members have the opportunity to become sub-team leads. This position gives members the chance to work on leadership skills, run meetings, and become better versed on a certain system of the off-roading vehicle that the team builds. As juniors, members can advance to one of the officer positions available. This provides members the chance to further their leadership skills and run the team. Senior members are encouraged to work on ensuring the future generation of the team has adequate knowledge to continue operating smoothly. This practice allows younger members to direct the club while still having older, more experienced members to turn to for guidance. Once seniors graduate, we try to keep in touch with them and have them come back as team advisors. This provides younger members with the opportunity to network with alumni, learn key tools for success, and enjoy their years at the University.
Bylaws:

This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status or Vietnam era veteran’s status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. No member will be turned aside based on major or university standing including GPA, class year, advanced standing status or other club involvement. These codes shall hold true for all members: future, present, and past. Members may be required to cease involvement in club activities and relinquish privilege to use SAE shop spaces if found to be in violation of the signed shop safety waivers (attached) and for no other reason. A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit. This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. This organization is willing to work in a democratic manner within the framework of University policies and procedures. This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws. A quorum consists of 5 members; the Captain of the team shall have 2 votes on all team matters. Team business shall be decided by a general majority vote. Meetings will be held weekly at a time convenient to members and ensuring at least a quorum is met. Officers are elected by general majority vote at the end of each academic year, the roles consist of Captain, Co-Captain, Director of Finances, Director of Marketing, and a non-executive position of Webmaster. The club will also recognize sub-team leads to be chosen by a majority vote, the number and duties of these sub-teams shall be decided by a majority vote of club officers. The sub-team leads will be urged to value their roles as much as officers, and can hold both an officer position as well as a sub-team lead position if necessary. Should an officer need to be replaced a majority of the executive members must vote for a recall election. If the vote passes an email shall be sent by the listserv to notify members of the date of the recall election, which must be at a general meeting not less than one week after the notification email is sent. If a 3/5th majority of club members present vote to remove an executive member at a recall election that executive member shall be recalled effective immediately. A member in good standing shall be appointed to serve the executive member’s role until the replacement election. Nominations for replacement officers may occur immediately, however a notification must be sent over the listserv at least one week before the replacement official is elected. The replacement election must occur during a general meeting. The member elected at the replacement election is immediately recognized as the new executive member. Voting by proxy shall not be permitted for any election. This constitution can be modified by a unanimous vote among the 5 executive members and a majority vote of all members present at the meeting, the vote is to be announced on the club listserv one week in advance. All changes made shall take immediate effect and have no retroactive consequences. The Formula SAE at the University of Arizona racing team is a not-for-profit club, as such all sponsorship, donations, grants and other funding is to be used for club activities only. Dues collected from members are not to exceed the amount of $40 per year and will go directly towards team shirts, member training, and /or yearly competition costs.
Name: ____________________________________________    Date: _____________________

FIRST                           MIDDLE                           LAST

The following is a code of conduct for shop use. If any of the rules below are continuously disobeyed the consequences could result in dismissal from the team.

• Shop Safety
  1. Only close-toed shoes are acceptable while in manufacturing area.
  2. Eye protection is mandatory when in manufacturing area.
  3. All debris must be cleaned or removed on an as-needed basis.
  4. Keep all flammables stowed in the marked flammable cabinet with doors shut.
  5. Absolutely no lanyards or loose clothing when working with rotating machinery.
  6. Absolutely no use of heavy machinery until certified by appointed team member.
  7. Machinery ‘constant-on’ locks prohibited from use.
  8. Wear ear protection when working with necessary.
  9. Know all locations of fire extinguishers within the lab.
 10. Bring all safety concerns to an officer’s attention immediately. This includes all injuries, broken tools, etc.
 11. Proper understanding of a tools operation is necessary for use. If you do not understand how to use a tool ask for assistance for your safety.
 12. Do not overload power/surge-strips.
 13. Do not run more than one extension cord for electrical items.
 14. Keep all fire exits clear at all times
 15. When leaving the lab lock all doors (front and back) and shut off the lights.
 16. Do not use equipment that generates fumes indoors. This includes running vehicles.
 17. Recruits may not work in the shop unsupervised by their respective team. Regular team members may work unsupervised.
 18. All issuance of shop keys must be approved by respective Team Leader.
 19. All fluid spills must be cleaned up immediately and appropriately. Inform senior member of the spill time and location.
 20. It is the responsibility of senior members to enforce shop policy and cleanliness.

• Common Space
  1. Keep Office Area clean at all times.
  2. Fabrication tables will be clean when not in use.
  3. Teams will not leave the shop in a state where it will negatively affect either team.
  4. If needed either team may move components of another team to gain access to part of the shop. Either team should not leave their items in such a position where either team should have to move them.
  5. Clean up computer use at the end of the day. Each team will have use of two computers in the office area. Teams may use more than the two specified computers; however, it is the responsibility of each team to recognize when either team requires use of more than two machines. Please limit personal use of computers.
• Financial Responsibilities for shared items
  1. Each SAE team will contribute funding for commonly shared items.
  2. Teams will share costs of jointly used tools and supplies via common shop fund.
  3. Independent team tools will be replaced by respective team in the event of failure.
  4. In the event that a tool is borrowed and broken it is the responsibility of the borrowing team to replace the broken item.

• In the event that a member is in violation of a shop by-law appropriate measures will be followed:
  1. Members that violate SAE Shop rules will have associated privileges revoked at discretion of Team Leader(s).
  2. Recurring safety/conduct issues may result in termination from respective team.

I, _________________________________, agree to follow the bylaws of the SAE Lab. I understand my responsibilities and agree to do my best to support The University of Arizona SAE chapter and its respective design teams. I understand and agree to abide by the rules of the shop. If I injure myself I am the only one who may be held liable. If I am not yet a member of SAE International I will apply before attending collegiate competitions. I have truthfully filled out the contract as my own and the above information is correct.

Date: ______/_______/_______ Signature: ______________________________________