

# CONCORDIA SAE CONSTITUTION

## CONSTITUTION OF THE CONCORDIA UNIVERSITY COLLEGIATE CHAPTER OF SAE INTERNATIONAL

MONTREAL, QUEBEC, CANADA

April 2017



**CONCORDIA SAE CONSTITUTION**

**CONSTITUTION OF THE**

**CONCORDIA UNIVERSITY**

**COLLEGIATE CHAPTER OF SAE INTERNATIONAL**

This Collegiate Chapter has been chartered by SAE International and is subject to the Constitution, Bylaws, Rules and Regulations of the parent Society.

## **1. PURPOSE**

The purpose of this organization is to maintain a safe and supportive environment in which students can design and build SAE International vehicles, with the intention of competing them in SAE International Collegiate Design Series competitions. The intent of the organization is to promote hands-on learning experience that compliments the academic education system, in order to better prepare students for the workforce. The society mimics a small business model, encompassing many aspects, from project flow, to teamwork, and financial management, and provides valuable insight into the engineering profession.

## **2. NAME**

The official name of this organization shall be Concordia University Collegiate Chapter of SAE International; however this organization shall be referred to more commonly as SAE or Concordia SAE. Only within Concordia University may this organization be referred to and identified as the Society of Automotive Engineers.

### 3. MEMBERSHIP

Students attending Concordia University who are SAE International members, and Concordia University alumni, faculty and staff who are SAE International members are qualified to be members of this society.

To be allowed to participate in Concordia SAE affairs, events and Collegiate Design Series, the member must be a registered full-time or part-time Concordia University student, OR if not a registered student, must have been an Active Concordia SAE member and have participated in the Collegiate Design Series, BOTH within the previous academic year.

A member in **Good Standing** is one who contributes (or has contributed) to the benefit of the society, pays their annual membership dues to SAE International, behaves responsibly and accordingly with the [Concordia University Code of Rights and Responsibilities](#).

**Active** members are defined as members who are in Good Standing and are consistently involved and regularly contributing to the benefit of the society and/or a team. Active or Non-Active status is determined at the discretion of the respective Coordinators and is subject to approval of the SAE Executives. SAE Executives may themselves determine members' Active/Non-Active status as deemed necessary.

The SAE Council reserves the right to ask a Concordia SAE member to leave a team and/or the society in the event that they act to the detriment of the team and/or society. Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (membership fees are not refundable).

### 4. DUES

Membership fees must be paid in full annually through the SAE website by each individual.

### 5. OFFICERS

The term **Officer** refers to each member of the SAE Council. The SAE Council is comprised of two types of Officers: Executives (elected) and Coordinators (appointed).

The **Executives** of the SAE Council are individuals elected by majority vote as per [Section 14](#) to govern the affairs of the society.

The **Coordinators** of the SAE Council are individuals appointed by the Executives of the SAE Council as per [Section 14](#) to lead a Collegiate Design Series team.

The elected Officers of the society shall include:

- President
- Vice President
- VP Finance
- VP IT
- VP Marketing
- VP Safety & Facilities
- VP Social
- VP Sponsorship
- VP Manufacturing

The appointed Officers are Coordinators and are appointed at the discretion of the Executives, for any or all of the following teams which compete as a part of the Collegiate Design Series:

- AeroDesign
- Baja
- Formula
- Supermileage

Note that AeroDesign may comprise Micro, Regular or Advanced class. The society may choose to compete in one, two, or all three categories in any given year. This depends on funds, member availability, and Capstone interest.

Note that Formula may comprise Combustion and/or Electric formula. The society may choose to compete in one or both categories in any given year. This depends on funds, member availability, and Capstone interest.

Elected and appointed Officers will serve for a term of approximately one year, as detailed in [Section 14](#). Officers may not serve as Executives of any other student society.

A single person can hold only one position on the SAE Council – as either a Coordinator OR as an Executive. This does not limit an Officer from being actively involved in other societies and teams.

Positions may be modified/created/removed as needed by the SAE Council through an amendment to the Constitution.

## 6. DIRECTORS

Directors may be appointed by the SAE Council for any or all Officer positions. Their purpose is to assist a specific Executive or to assist the Executive as a whole in Council duties and responsibilities. Directors may attend SAE Council meetings at an Executive's request. Directors may participate in the discussions but do not hold a vote and are therefore not part of the SAE Council. Directors shall be appointed by a majority vote of the SAE Council throughout the year as seen fit. See Appendix A for Director Roles.

## 7. SAE ELECTIONS MANAGER

The SAE Elections Manager (SEM) is responsible for managing the elections process. The SEM must not have been an Officer within the past academic year nor hold a conflict of interest with any current Officers or known nominees. Should an unforeseen conflict of interest arise, the SEM must cede their position. If the SEM is an SAE member, they forfeit their right to vote in the elections. Election details can be found in [Section 14](#).

## 8. RESPONSIBILITIES OF EXECUTIVES

The **President** will oversee and be of assistance to all Officers. The responsibilities of the President include but are not limited to:

- ensuring the overall functionality of the society
- ensuring that all Executives are fulfilling their responsibilities

- calling and presiding over meetings of the SAE Council
- writing and sharing an agenda before each meeting and designating an Officer to take minutes
- interacting with SAE International, Concordia University faculty, Security, and the Dean of Students, among others
- attending biweekly ECA Council meetings as the official representative of SAE and voting on behalf of the society on items that affect the undergraduate population as a whole.
- acting as a liaison between the ECA and the SAE Council
- managing all user accounts and email addresses of the domain [www.concordiasae.ca](http://www.concordiasae.ca) (powered by Google)

The **Vice President** manages and oversees the Collegiate Design Series team Coordinators. The Vice President will assume the responsibilities of the President should he/she be unable to perform his/her duties. The responsibilities of the Vice-President include but are not limited to:

- overseeing and assisting all Coordinators to ensure proper team management
- ensuring that team rules and guidelines are followed
- ensuring that the teams meet their deadlines and are prepared for competition
- working with faculty and staff to help ensure the continuity of procedures and documentation for future years
- acting as the liaison between the team Coordinators and the SAE Supervising Engineer

The **VP Finance** oversees the financial management of the society. The responsibilities of the VP Finance include but are not limited to:

- keeping records of the society's income and expenditures
- managing SAE budget and overseeing teams' finances and budgets
- processing expenses and reimbursement in accordance with SAE financial procedures
- producing regular financial reports for both the ECA and SAE internal record keeping

- keeping the SAE Council apprised of the society's financial status while working with the Coordinators to ensure that team budgets are properly followed
- working regularly with the treasurer of ENCS/Concordia University and the ECA VP Finance regarding the Equipment Fund and Budget allocated to SAE
- working in concurrence with VP Sponsorship to oversee sponsorship funds and to maintain a master sponsorship list

The **VP Safety and Facilities** ensures the safety of Concordia SAE members and the upkeep of Concordia SAE's facilities. The responsibilities of the VP Safety and Facilities include but are not limited to:

- acting as the liaison between the society, Environmental Health & Safety Office and the Fire Marshal
- ensuring that health and safety regulations are respected at all times
- organising safety courses for new members and recurring training for existing members - WHMIS, EDML, etc.
- ensuring the safety and functionality of the SAE vehicles and trailer and maintaining them in accordance with manufacturer's specifications and government regulations (including vehicle and fuel logs)
- ensuring the safety and functionality of SAE tools and machinery
- maintaining shower and eyewash stations on a weekly basis
- ordering safety equipment as needed
- maintaining flammable cabinets, MSDS and disposing of hazardous waste

The **VP Social** provides a link between the society and the student body. The responsibilities of the VP Social include but are not limited to:

- organizing, advertising and overseeing events for SAE members (Karting, Camping, Wine and Cheese, Holiday Parties, etc)
- organizing, advertising and overseeing events at which SAE attends (Frosh, SAE Lizard Lounge, National Engineering Week, Science Fairs, Boo-Annex, etc)

- promoting the society within the university by advertising SAE at the start of various engineering classes (pending professor approval)
- recruiting new members, organizing outreach events, and preparing events with sponsors and/or faculty
- ensuring that SAE is properly visible at Frosh/Orientation

The **VP IT** maintains the technological infrastructure of the society. The VP IT's responsibilities include but are not limited to:

- managing the [concordiasae.ca](http://concordiasae.ca) domain with our domain name provider
- maintenance of the SAE Server and computers in both the SAE Office and SAE Cage
- management of user accounts and hard-drive access
- acting as a liaison between the society and AITS/IITS/Concordia University

The **VP Marketing** manages SAE sponsorship and marketing affairs. The responsibilities of the VP Marketing include but are not limited to:

- ensuring that all teams have updated written/edited/printed sponsorship packages
- producing and maintaining an up to date SAE General sponsorship package
- ensuring teams send Thank-You packages post competition
- organizing and sending an End of Year newsletter to sponsors, faculty and members
- managing the content of the Facebook page and the website, including monthly updates from each team
- organizing and preparing orders for team apparel and society merchandise and ensure timely delivery for necessary events.
- preparing pamphlets, stickers or merchandise in time for Frosh.
- assisting the teams with marketing affairs, (ex. vehicle stickers)

The **VP Sponsorship** obtaining sponsorship on a society-wide level. This includes but is not limited to:



- Contacting new and old sponsors, and extending the opportunity to engage in a monetary or in-kind corporate partnership
- Being the main point of contact for each team sponsorship lead, including coaching these individuals on methods of effectively approaching new sponsors
- Helping teams needing more sponsorship (for example, a team on a build year)
- Managing SAE General Sponsorship document in concurrence with VP Finance

The **VP Manufacturing** acts as both a chief manufacturing officer for Concordia SAE and a primary liaison between the EDML and SAE manufacturing. Responsibilities include but are not limited to:

- Maintain CNC mill usage procedures
- Seek outside sponsorship for cutting tools / equipment / materials directly related to manufacturing
- Train experienced members to use CNC machines
- Support teams in the manufacturing of complex parts.

These responsibilities may be delegated or reassigned to other Executives, Coordinators, Directors or active SAE members as seen fit by the SAE Council. It is the Executive's responsibility to ensure that their tasks are completed. If any of their tasks cannot be completed, it is the Executive's responsibility to inform the SAE Council of this, so that the Council may take action. An Executive is not held delinquent in their duties if they have made the SAE Council aware of any responsibilities they are not able to complete, due to justifiable causes, at a time prior to when the responsibility must be completed. See Appendix B for further information.

## **9. RESPONSIBILITIES OF COORDINATORS**

The responsibilities of a Coordinator of an SAE Collegiate Design Team include but are not limited to:

- managing team members and team rosters

- managing the team finances
- managing tasks and delegating to members
- holding team meetings as needed to complete the project.
- training new members
- attending SAE Council meetings
- reporting to the Vice President on a bi-weekly basis (written reports, meetings)

## **10. SPECIAL TEAMS**

### **10.1. Creation of New SAE Teams**

If a member wishes to start a new Collegiate Design Series team in accordance with SAE International, they must approach the SAE Council with a proposal and a list of interested SAE members. A proposal must include a preliminary budget, project schedule and an outline of design goals. Additional information may be required to complete the proposal at the discretion of the SAE Council. Creation of the new team and appointment of the respective Coordinator is determined by majority vote of the SAE Council.

### **10.2. Capstone Teams**

Concordia SAE Capstone projects are based on an existing partnership with the Engineer in Residence of the Capstone Executive Board (currently – Dominic Ng). Concordia SAE, the Client, is to provide a series of project proposals (a minimum of one per team) in August of every year. The liaison is strongly supported, as it is a method for Concordia SAE to obtain external Research and Design for potential future implementation on vehicles. The Capstone project will occur in tandem with regular SAE vehicle build, but will not be depended upon for the functionality of the vehicle. Concordia SAE is to analyze the research findings and gauge whether the system should be implemented on the vehicle for the following year. Capstone teams are to remain independent, both financially and in a managerial capacity. Capstone teams are subjected to Concordia SAE's design requirements and specifications.

Capstone teams working in the SAE space will have to follow SAE safety procedures. Teams failing to abide by them will be asked to leave the SAE workspace, through Engineer In Residence.

## **11. FACULTY ADVISOR**

The Collegiate Chapter shall, at all times, have an official Faculty Advisor. It shall be the Faculty Advisor's responsibility to consult with the Officers of the SAE Council on matters pertaining to SAE school policies, to serve as liaison between the Collegiate Chapter and the local SAE Section, and to advise the Officers on Collegiate Chapter matters.

At the time of the last amendment of the constitution, the official faculty advisor of the Concordia Chapter of SAE International is Dr. Henry Hong and the SAE Supervising Engineer is Dominic Ng.

## **12. SAE COUNCIL MEETINGS**

The Officers of the SAE Council shall hold a full Council meeting at least once a month to discuss current affairs; this schedule may be amended for the summer period. If quorum is not met, as per [Section 13](#), the meeting can be rescheduled or held as is, provided the meeting is for informational purposes only.

SAE Council Meetings shall be announced no later than five days in advance. An Agenda for the upcoming meeting must be made available to the SAE Council at the time of the announcement. Minutes must be taken at each meeting in accordance with the Agenda and prepared for the following meeting, where they will be reviewed for approval.

Only Officers (Executives and Coordinators) can attend the SAE Council meetings. Directors may attend SAE Council Meetings should the Executives deem it necessary.

If there are items to be discussed, SAE members can raise them with their Coordinator, Vice President, or President as deemed necessary, whom may then bring them to the attention of the SAE Council.

At meetings of the SAE Council, each Executive and each Coordinator has one vote. Note that subdivisions within design competitions, such as Aero Regular Class and Aero Micro Class or Formula Electric and Formula Gas, are to be considered as separate teams and as such, each have their own vote.

Officers are required to regularly attend SAE Council meetings. In the event of an emergency, another Officer must be notified of the absence. An Officer absent from two or more SAE Council meetings without valid cause or prior notice will be subject to consideration by the SAE Council for dismissal from their position.

In extreme cases, when an Officer is unable to attend in person, they will still be considered present at an SAE Council Meeting if they participate via Conference Call or Voice Chat.

SAE Executive Meetings may be held, if quorum is met, in instances where the Executives must discuss team affairs.

## **13. QUORUM**

Quorum consists of two-thirds (2/3) of the required attendees of an official meeting and must be met for the meeting to be valid.

Quorum for an SAE Council meeting consists of two-thirds of the Executives and two-thirds of the Coordinators.

Quorum for an SAE Executive Meeting consists of two thirds of the Executives.

## **14. ELECTIONS & APPOINTMENTS OF OFFICERS**

The SAE Council Change of Power occurs on June 1st of each year. Each respective Outgoing Officer must, between May and June, train their respective replacement (Incoming Officer).

SAE shall hold a general election for Executives of the SAE Council in the month of April of each year. Coordinators shall be appointed by majority vote of the Executives after the end of official planned competitions, and before September 1st, of the current year. Each Incoming Coordinator shall be nominated by their respective Outgoing Coordinator.

### **14.1. Criteria to be an Officer**

Undergraduate ENCS students attending Concordia University, who are SAE student members, are qualified to be Officers provided that they are in good academic standing, in Good Standing with Concordia SAE and have been Active members in the Collegiate Chapter during the previous year.

At the time of elections or appointments, as applicable, it is required that the Officer nominees be in good academic standing with Concordia University, having an annual GPA greater than or equal to 1.5 and a cumulative GPA greater than or equal 2.0. Both criteria must be satisfied. In

the case where the student does not possess an annual GPA, the nomination will be judged based on the student's cumulative GPA at the time of elections.

Candidates for the position of President or Vice President must have at least one (1) year of experience as an Officer on the SAE Council. No individual may hold the same position in the SAE Council more than two (2) consecutive years.

Any individuals satisfying the aforementioned points may be nominated for a position in SAE Council; however, if they do not meet the above criteria their nomination will be rejected.

## **14.2. Election Procedures**

The annual SAE nominations and elections for the Executives shall be held in the month of May. Elections can be held in person using polling stations or through electronic means. It is to the discretion of the SAE Council to decide which process is used.

The elections shall be carried out by the SAE Elections Manager (SEM). SAE Council will appoint the SAE Elections Manager by April 1st.

SAE Elections Procedures occur as per the following schedule:

- Announcement of SAE Elections (2 weeks)
  - Must be sent 2 weeks prior to start of nomination period
- Nominations Period (2 weeks)
  - Members may nominate themselves or others for an Executive position.
  - Nominees may only run for one position at a time.
- Nomination Review and Approval (3 weeks including nomination period)
  - Approved nominees are to be announced on a daily basis, as necessary.
- Voting Period (1 week)
- Tally (48 hours)
  - The votes must be tallied and the official results announced to SAE members within 48 hours of the votes being counted.
- Announcement of Results

If polling booth voting is selected, polling booths must be open for at least twenty five (25) hours during the designated voting week. Attendees of the polling stations cannot be nominees.

If extreme circumstances should arise, the nomination and election periods can be shortened, lengthened or rescheduled at the discretion of the SAE Council. The nominations period must last a minimum of one week, regardless of circumstances. In situations such as this, electronic voting is preferred.

Should any Executive positions remain vacant following the election period, qualified individuals, who meet the criteria to be an officer, may be appointed for these positions throughout the year as per [Section 14.3.2](#).

#### **14.2.1 Requirements to Vote**

To be able to participate in the annual SAE elections, the voter must fulfill the following criteria.

- Registered Concordia Undergraduate ENCS student
- Registered SAE Student Member, fees paid in full
- Active member, as per [Section 3](#)

### **14.3. Appointment Procedures**

#### **14.3.1. Appointment of Coordinators**

The appointment of SAE Coordinators for the following year (Incoming Coordinators) shall be held in the month of July. Each Incoming Coordinator shall be nominated by their respective Outgoing Coordinator. Incoming Coordinators are appointed by majority vote of Outgoing Executives only.

The existence of a team one year does not guarantee its existence the following year. It is to the discretion of the Outgoing Executives to determine which teams will be active the following year and which Coordinators will lead those teams. Incoming Executives may approve new team proposals and appoint Coordinators as per [Section 10](#).

#### **14.3.2. Appointments of Executives due to Vacant Positions**

Appointments of Executives may be held for vacant Executive positions throughout the year as needed. Vacant positions exist following the Resignation or Removal from Office of an Executive, as well as by a lack of nominees for a position at the general SAE Elections.

An SAE member may nominate him/herself for a vacant Executive position and present his/her candidature to the SAE Council, provided that he/she meets the *Criteria to be an Officer* as

defined in [Section 14.1](#). Provided the nomination is approved, candidates must be appointed by majority vote of the SAE Council.

## **15. REMOVAL FROM OFFICE & RESIGNATIONS**

### **15.1 Removal from Office**

Officers of the Society may be removed from office for misappropriation of funds, irresponsible behaviour, delinquency of duties, or the violation of this constitution.

In the case where the removal of an Officer(s) is initiated, and the required petition(s) is (are) completed, but the member deems that the SAE Council does not adequately address the situation, said member may report their concerns to the SAE Supervising Engineer.

A person may not be re-appointed or re-elected to the SAE Council after they have been removed.

### **15.2 Proposal for Removal of an Officer**

A proposal for removal of an Officer can be initiated by either an Officer or an active Concordia SAE member. This proposal requires a signed petition of at least twenty (20) active Concordia SAE members with at least two signatures from each of the active teams. A petition is not required to remove a Coordinator if the removal is proposed by an Executive. Also, a written notice of the proposed removal from office must be given to the person subject to removal and to the SAE Council indicating the alleged cause for removal. The SAE Council must discuss and approve the proposal. Should the proposal be approved, a vote will occur as per the following guidelines:

If multiple officers are being proposed for removal from office, then multiple proposals are required; the contents must be as per Section 15.2.

#### **15.2.1. Removal of a Coordinator**

A Coordinator may be removed from office by a two-thirds (2/3) vote of the Executives.

#### **15.2.2. Removal of an Executive**

Elected or appointed Executives may be removed from office by a two-thirds (2/3) vote of the SAE Council.

### **15.3 Resignations**

An Officer may tender his/her resignation through email to the SAE Council or by announcement at an SAE Council Meeting. A recommendation for his/her replacement is encouraged but not required. If possible, an announcement two (2) weeks prior to resignation is preferred.

## **16. HARASSMENT POLICY**

Each member of Concordia SAE shall be free to work and research without the threat of harassment from anyone. Threats of any kind, unwelcome use or display of profanity, sexual harassment and insults shall not be tolerated on SAE premises. Those engaging in this type of behaviour will be asked to leave; members who repeatedly display such behaviour will no longer be considered in Good Standing and shall be asked to leave indefinitely.

Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (membership fees are not refundable).

## **17. AMENDMENTS**

Motions to amend the constitution may be passed by a two third (2/3) vote of the SAE Council. An amendment may be proposed by action of the Executives and Coordinators OR by petition signed by twenty (20) or more active society members in Good Standing. An amendment takes effect immediately once it is approved.

## **Appendix A**

- **Director of Vehicle Maintenance**

The Vehicle Maintenance Director will oversee the maintenance of the Concordia SAE vehicles (F150, Suburban and Electric Car). The responsibilities of Vehicle Maintenance Director include but are not limited to:



- Ensuring the safety and functionality of the SAE vehicles and trailer and maintaining them in accordance with manufacturer's specifications and government regulations (including vehicle and fuel logs)
- See to basic maintenance of the vehicles and perform repairs as needed or provide recommendations to the executive council
- Vehicle inspection and preparation for travel to competition

## Appendix B

Recommended positions for the future, if personnel and active member participation allows:

- **Vice President Internal**

The VP Internal will support all other Executives with their manors and oversee the daily operations of Concordia SAE. The responsibilities of the VP Internal include but are not limited to:

- Ensuring that all Executives are fulfilling their responsibilities
- Assisting other executives and directors in their tasks and planning.
- Oversee the daily operations of the society.
- Act as liaison between the society members and the executive board.

Currently, these tasks are divided between the President and Vice President. If enough interested active members exist to fill this position, it would be ideal to have the President specialize more as an interface between external entities and the society and the Vice President focus on working with and supervising Team Captains exclusively. This will allow an individual to

specialize as an Internal support officer, which will increase the overall quality of work produced by the executives of the society.