

The Constitution of Sunseeker Solar Car Project of Western Michigan University

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Section A. Constitution

OVERVIEW OF PROJECT STRUCTURE

The Sunseeker Project shall be comprised of an Executive Council and general membership. The Executive Council shall be charged with overseeing the project while performing the necessary administrative tasks to maintain the project. The general membership shall be all members, including executives, and shall carry the responsibility of completing tasks required by the project plan.

ARTICLE I Mission Statement

The mission of the Sunseeker Solar Car Project is to design and construct a solar-powered vehicle that demonstrates the academic excellence of the team members. The Sunseeker Project brings together students from all academic disciplines and gives them the opportunity to apply classroom knowledge to a hands-on Project utilizing teamwork to achieve a common goal. The Project promotes the use of renewable alternative energy and the advancement of related technologies by educating elementary, middle, and high school students through the presentation and demonstration of a solar powered vehicle. The culmination of the Project is a biennial cross-country intercollegiate solar car challenge.

ARTICLE II Membership

Section A. Types of Membership

1. Project Member
 - a. Project Members shall be defined as any Western Michigan University student participates within the Project.
 - b. Responsibilities of Project Members:
 - i. Attend weekly general team meetings of the Sunseeker Project.
 - ii. With a simple majority vote, fill a vacancy in the Project Manager position not filled by the Order of Succession.
 - iii. Vote on any proposals, business plans, and legislation brought before the general team meetings.
2. Associate Member
 - a. Associate Members shall be defined as any member that is not a student of Western Michigan University. This shall include, but is not limited to, students of other Universities or Colleges, high school students, alumni, and Western Michigan University faculty or staff not acting as Advisors.

Section B. Selection of Members

1. Any applicant shall be allowed entry into the organization as a Project or Associate Member.
2. The Sunseeker Project will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

Section C. Voting Privileges

1. The right to vote shall be granted to Project Members, provided they attend at least three of the last four general team meetings.

Section D. Termination of Membership

1. Any member that is accused of committing malicious or grossly negligent acts against the Sunseeker Project by an Executive Officer or Senior Member shall be informed of the accusation and have no less than one week to prepare a formal defense.
2. Any member found guilty by $\frac{3}{4}$ votes by a council of the Executive Officers shall be removed of all titles and expelled as a member of the Project.
3. Terminated members must wait 90 days before re-applying to the Project. Re-admittance must be approved by the Executive Officers by a simple majority vote.

ARTICLE III
Officers

Section A. Executive Officers

1. The Executive Council of the Sunseeker Solar Car Project shall consist of the following executive positions:
 - a. Project Manager
 - b. Assistant Project Manager
 - c. Electrical Lead
 - d. Mechanical Lead
 - e. Aero Lead
 - f. Business Lead
 - g. Communications/Media Lead
2. Members of the Executive Council shall have the following responsibilities:
 - a. Attend all regularly scheduled meetings of the Executive Council and general team meetings. Unexcused absences at three meetings per semester shall be considered as grounds for removal of office.
 - b. Be knowledgeable about and uphold the Constitution of this organization.
 - c. Maintain regular communications with advisors, other Executive Officers, and any subordinate members.
3. The Executive Council shall have the following powers:
 - a. The authority to make binding interpretations of this Constitution by majority vote.
 - b. Determine and approve courses of action for the Project in regards to any policy, design/build project, proposed event, etc.
 - c. Bring proposals before the general team in instances where the Executive Officers desire the input of the team.
4. Project Manager shall:
 - a. Act as spokesperson, primary student leader, and primary representative of the organization.
 - b. Represent the organization at special functions of the WMU administration, other organizations, or of the community that require representation, or send an Executive Member in his/ her place.
 - c. Maintain active communication with the Office of the Dean of the College of Engineering and Applied Sciences, Office of Student Activities and Leadership Programs, and other organizations and departments as necessary.
 - d. Call and preside over all regular and special meetings of the Executive Council and

- general team.
- e. Review documents affiliated with the Sunseeker Project.
 - f. Assume temporarily the duties of any vacant Executive Council position, or temporarily delegate these duties.
 - g. Initiate, following consultation with the Executive Council, the removal procedures upon those persons who have not fulfilled their job descriptions in conjunction with this Constitution.
 - h. Organize the proceedings and business, and establish the meeting agenda of the general team meetings.
 - i. Be responsible for distributing, tracking, and retrieving team owned possessions loaned to members on behalf of the Project.
 - j. Coordinate the Sunseeker Project elections.
 - k. Make appointments to the Sub-team Leads positions.
 - l. Assign tasks and duties to members as necessary.
5. Assistant Project Manager shall:
- a. Assist the Project Manager in his/her duties.
 - b. Assume the duties of the Project Manager in his or her absence.
 - c. Collect and distribute transition reports from the outgoing Executive Council members to the incoming Executive Council.
 - d. Maintain records of attendance and meeting minutes at all meetings of the Executive Councils and general membership.
 - e. Coordinate and carry-out all logistical tasks for the organization.
 - i. Task covered by this position include, but are not limited to: vehicle rentals, hotel reservations, comprehensive schedules for events, and meal planning.
 - f. Report weekly to the Executive Council and/or the Project Manager on happenings of the position.
6. Electrical Lead shall:
- a. Act as leader and representative of the Electrical sub-team.
 - b. Coordinate all systems involving the electrical aspects of the Project.
 - i. These systems include, but are not limited to: battery cells, battery protection systems, motors and motor controllers, solar cell selection and integration, external lights and horns, driver interface electronics, internal electrical systems and networking.
 - c. Assign Electrical sub-team members to various systems and provide oversight and assistance where necessary.
 - d. Report weekly to the Executive Council and/or the Project Manager on happenings of the position.
7. Mechanical Lead
- a. Act as leader and representative of the Mechanical sub-team.
 - b. Coordinate all systems involving the mechanical aspects of the Project.
 - i. These systems include, but are not limited to: suspension components, tires, motor integration, vehicle frame, driver compartment ergonomics, and driver-vehicle interface.
 - c. Assign Mechanical sub-team members to various systems and provide oversight and assistance where necessary.
 - d. Report weekly to the Executive Council and/or the Project Manager on happenings of the

position.

8. Aero Lead

- a. Act as leader and representative of the Aero sub-team.
- b. Coordinate all systems involving the mechanical aspects of the Project.
 - i. These systems include, but are not limited to: aero body design, solar array layout, vehicle system integration, and ventilation.
- c. Assign Aero sub-team members to various systems and provide oversight and assistance where necessary.
- d. Report weekly to the Executive Council and/or the Project Manager on happenings of the position.

9. Business Lead

- a. Act as leader and representative of the Business sub-team.
- b. Coordinate all systems involving the corporate aspects of the vehicle and Project.
 - i. These systems include, but are not limited to: public display coordination, sponsor relations and recruitment, sponsor recognition maintenance, and public relations.
- c. Assign Business sub-team members to various systems and provide oversight and assistance where necessary.
- d. Report weekly to the Executive Council and/or the Project Manager on happenings of the position.

10. Assistant Leads

- a. Each Lead may appoint one Assistant Lead for their sub-team.
- b. The Assistant Lead shall act as second-in-command of their respective sub-team.
- c. The Assistant Lead shall be allowed access to the Executive Council, but shall not have voting rights.
- d. In the case of an absence of the Lead at either the Executive, general, or sub-team meeting, the Assistant Lead shall temporarily assume the role of the Lead, and be granted all powers associated with that position until the sub-Team Lead's return.

11. Webmaster

- a. Handles the communication between members and the general public (not suppliers/sponsors)
 - i. Internal emails concerning
 1. Meeting minutes for Executive Council and general team meetings
 2. Public events
 3. Other generic emails
 - ii. Upkeeps team website with the ability to appoint a webmaster
 - iii. Updates all team social media accounts
- b. Responsible for taking photos and video of team activities at:
 - i. General team meetings
 - ii. Public Events
 - iii. Team membership photos

Section B. Qualifications for Holding Office

1. Officers must be currently enrolled WMU students.
2. If an Executive Officer is not actively enrolled at Western Michigan University, his/her position must be forfeited immediately.

Section C. Selection of Officers

1. The Executive Council offices shall be elected by the voting members of the Project, with a simple majority vote.
2. The election process for the Project Manager and Assistant Project Manager shall start no later than six weeks prior to the end of the spring semester.
3. Appointment of the remaining Executive Officer positions shall be completed prior to the end of the Spring semester.
4. Members wishing to be placed on the ballot shall be nominated by voting members of the organization.
5. Voting for elections shall occur via paper ballot during the specified general team meeting.
6. The Project Manager and Assistant Project Manager, may hold a sub-team lead or assistant lead position.
7. No person shall hold more than one sub-team lead or assistant lead position.
8. Those elected or appointed will officially take office at the beginning of the Fall Semester.

Section D. Filling Vacancies

1. The Project Manager shall make appointments to fill vacancies of sub-tem Leads.
2. Should the office of Project Manager become vacant, the Assistant Project Manager shall become Project Manager and the Assistant Project Manager position shall be filled by the voting members.
3. Should the office of Assistant Project Manager become vacant, the Project Manager shall nominate a Project Member to the vacant position. The Project Manager must receive a verbal acceptance from the appointee, and receive a majority approval from the Executive Council.
4. If the appointee is not approved by the Executive Council then notice of such position vacancy shall be given at the first general team meeting immediately following the failed appointment. Nominations for the vacancy shall take place at the meeting, and elections for the position shall take place at the following general team meeting. The vacancy will be filled by a simple majority vote.

Section E. Removal of Office

See Article II, Section D.

**ARTICLE IV
Finances****Section A. On-campus Accounts**

1. The Sunseeker Project will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances.
2. The Advisors of the Project will be held responsible for all financial duties of the organization.
3. All student members must obtain permission of an Advisor before making a purchase using team funds.

Section B. Disposition of Non-University Funds in the Case of Inactivation

1. If the Sunseeker Project were to dissolve or become inactive, all Non-University funds will be placed under the control of the Office of the Dean of the College of Engineering and Applied Sciences.

ARTICLE V
Statement of Compliance

The Sunseeker Project will comply with all SALP and University policies, procedures, and practices and all local, state, and federal law.

Section A. Reactivation

1. The Project Manager, or his/her designee, will be designated to complete and follow through on the annual reactivation process as set forth by SALP.

ARTICLE VI
Meetings

Section A. Frequency of Meetings

1. Meetings of the Executive Council
 - a. Members of the Executive Council shall meet no less than once every other week during the fall and spring semesters to discuss the affairs of the Project.
 - i. The Project Manager shall chair meetings of the Executive Council.
 - ii. Each Executive Officer shall have one vote within the Executive Board. The Project Manager may vote only in case of a tie.
 - iii. The Advisor(s) may attend any meeting of the Executive Council and participate in its discussions, and shall have voting rights on the Executive Council.
 - iv. Any non-executive members of the Project are not permitted entry to the Executive meetings unless explicitly invited by an Executive Officer.
2. Meetings of the general membership
 - a. General membership meetings shall be held weekly during the fall and spring semesters, except when specified by the Executive Council.
 - b. Refer to Article II, Section E for policies on attendance.

ARTICLE VII
Advisors

Section A. Advisor Responsibilities

1. An advisor, or advisors, shall work with the Sunseeker Project.
2. Advisors shall hold financial responsibilities outlined in Article IV.
3. Advisors, along with the Project Manager, shall act as official contacts for the Project.

Section B. Advisor Qualifications

1. All advisors shall be faculty or staff members of Western Michigan University.

Section C. Selection of Advisors

1. Current Advisors and the Executive Council shall be responsible for selecting/recruiting new advisors for the Project, when necessary.
2. In case that there are no current Advisors, or a decision regarding a new Advisor cannot be reached, the Office of the Dean of the College of Engineering and Applied Sciences shall appoint,

or delegate to a Department within the College of Engineering and Applied Sciences, the appointing of a new Advisor.

Section D. Industry Advisors

1. Industry Advisors shall be defined as any person that provides professional advice to the project with regards to a project system.
2. Industry Advisors shall be any interested person with professional experience that is not actively employed by or enrolled in the University.

Section E. Request for Removal

1. If an advisor is not fulfilling their advisory duties or seems unfit for the position as agreed upon by the Executive Council, a letter of request for removal shall be sent to Office of the Dean of the College of Engineering and Applied Sciences.

ARTICLE VIII
Amendments

Section A. Constitution

1. Presentation to the Executive Board
 - a. Any member or advisor of the Sunseeker Project may prepare and present an amendment to the Constitution.
 - b. All proposed amendments to the Constitution must be brought before the Executive Council meeting.
 - c. The Executive Council must vote by a two-thirds majority for the amendment to be ratified.