This Constitution is the Approved and Official Constitution for:

Club Name: Society of Automotive Engineers

From the Engineering Council

Number of Pages: 7

Date Approved: 4/22/19

Club Officer

Position: President

Name: John Stutor

Signature: John Stutor

Date: 4/18/2019

Council Coordinator

Name: Olivia Coots

Signature: Olivia Coots

Date: 4/18/2019

Student Association Vice President

Name: Anyssa Evelyn

Signature: Anyssa Evelyn

Date: 4/22/2019
Club Constitution
University at Buffalo Society of Automotive Engineers Collegiate Chapter

Last Updated: April 15th, 2019

Article I. Name of Club
This club will be known as “The University at Buffalo Society of Automotive Engineers Collegiate Chapter”, herein called the “Organization.” The Organization shall informally refer to itself as “UB Motorsports” or “UB SAE.”

Article II. Purpose
The purpose of this organization is to provide its members opportunities to gain broader insight into the engineering profession by sponsoring student projects of engineering interest. The primary means of accomplishing this is through participation in the Collegiate Design Series competitions, organized by SAE International, formerly known as the Society of Automotive Engineers prior to 2006. In addition to this, the organization will bring practicing engineers to campus for lectures, arrange trips to visit/tour research and engineering establishments, and participate in Western New York SAE professional section activities.

Article III. Collegiate Chapter Status
The Organization shall be established as a Collegiate Chapter of SAE International and conform to all rules, regulations and procedures set forth by SAE International so long as they do not conflict with the rules, regulations and procedures of the University at Buffalo Student Association or University at Buffalo.

The complete listing of SAE International regulations for Collegiate Chapters is found at:
http://students.sae.org/chapters/collegiate/

A description of the SAE International Collegiate Design Series can be viewed at:
http://students.sae.org/cds/
Article IV. Qualification of Membership

Section 1: Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 2: Only undergraduate University at Buffalo Students may be voting members of the club.

Section 3: There shall be three types of members in the Organization.

a) Undergraduate Members
   Undergraduate members are full-time, undergraduate students at the University at Buffalo in good standing. Undergraduate members are eligible to vote in all club elections, hold club leadership positions, and attend competitions.

b) Graduate Members
   Graduate Members are full-time graduate students at the University at Buffalo in good standing. Graduate members are not eligible to vote in club elections and are not eligible to hold any club leadership positions. Graduate Members are eligible to attend as participants in the SAE collegiate design competitions as UB SAE members.

c) Part-time Student Members
   Part-time Student Members are part-time undergraduate students or part-time graduate students at the University at Buffalo in good standing. Part-time student members are not eligible to hold club leadership positions. Part-time undergraduate members are eligible to vote in club elections so long as they have demonstrated commitment to the organization. Part-time graduate members are not eligible to vote in club elections. Part-time student members are eligible to attend as participants in the SAE collegiate design competitions as UB SAE members.

A member will be considered “in good standing” if they are an active member of a Collegiate Design Series team (regularly attending meetings and contributing to the team) and have not violated any serious Organization or University rules (such as theft, unapproved use of Organization property, excessively inappropriate behavior toward another Organization member, etc.).

Article V. Organization Officer Positions

Section 1: Only full-time undergraduate University at Buffalo students may be officers of the club. All officers must be in academic good standing according to the University at Buffalo to become and stay officers of this club.

Section 2: The elected officers of the Organization shall be:

   President
   Vice President
   Treasurer
   Secretary
Section 3: Election Guidelines
The above officers shall be elected by a majority vote of Voting Members at a scheduled meeting of the Organization. Members running for the above positions must meet Student Association requirements for club officers. Each member running for office must give a speech to all voting members present at the meeting pertaining to qualifications and prior contributions to the Organization. Speeches and voting will take place in the order of President, Vice President, Treasurer, and then Secretary. Members who run and lose an election are welcome to run for one of the remaining officer positions. The election shall take place within two weeks (before or after) April 1st each year. Officers thus elected shall take office following the last day of Final Exams in the Spring semester and serve until the conclusion of the next academic year. Elections will be moderated by the Executive Committee members who are not running for a position. If all members of the current Executive Committee are running for office, a team captain or club advisor will be selected by the executive committee to moderate the elections.

Section 3: Organization Officer Responsibilities
a) President
The President is responsible for the overall operation of the Organization. The President is the official contact for the Organization, be it with the University, the Student Association, SAE International, etc. The President shall be the person to handle all disputes amongst the teams or team members. The President is responsible for overseeing and reviewing all actions and records of the Treasurer. The President holds the final responsibility of said dealings between the Organization and external parties. The President is also responsible for all miscellaneous duties needed for the club's operation.

b) Vice President
The Vice President is responsible for maintaining the appearance and operation of the club's facilities. The Vice President shall be responsible for maintaining shop cleanliness/safety, maintaining the Organization's facilities, and maintaining the Organization's equipment. The Vice President will head and organize the acquisition of sponsorship relationships, club image and media, fundraising and participation in Student Association responsibilities and activities. The Vice President shall assume the responsibilities of the President should the President be unable to perform his duties.

c) Treasurer
The Treasurer is the Organization's financial manager and the primary interface with the SA financial department. Even though the President has purchasing power, it is advised that all purchases are made through the Treasurer so that all receipts and financial dealings with SA go through the same person and remain organized.
d) Secretary

The Secretary’s primary responsibility is to maintain the Organization’s records and prepare minutes outlining Club Leadership meetings. The Secretary is responsible for preparing Track Sheets and all required club forms for the Student Association and making sure all Student Association requirements for club status are completed. It is advised, but not necessary that the Secretary be a newer member with future interest in greater involvement and participation in the Organizations leadership.

Article VI. Government

Section 1: Meetings

There shall be three types of meetings:

1. Executive Meeting: Consists of the Executive Committee and shall meet at the call of the President for consideration of administrative matters. A minimum of two of these meetings per academic year is required. Additional meetings may be called. The president shall be the main presenter and mediator for these meetings unless another Executive Board member is more appropriate to present the administrative matter at hand.

2. General Team Meeting: Consists of a single team (see section XI. Organization Structure). Team Leaders are responsible for presenting and mediating these meetings. General Team meetings shall be called on a basis of need given to the discretion of the Team Leaders at a minimum of one meeting per bi-week.

3. General Club Meeting: Consists of the entire club including all Undergraduate, Graduate and Part-time members. A minimum of two of these meetings per academic year is required. Additional meetings may be called when deemed necessary by the Executive Committee.

Section 2: Elections

The appointments for elected officers shall take place before the end of the academic year. Officers shall take office immediately following the last day of Final Exams in the Spring Semester. Team Leader elections are explained in Article V Section 3. A member is elected when the member receives the most votes. For each position, the voters can only elect one candidate per position. Candidates shall be a full-time undergraduate student at the University at Buffalo with a good academic standing. Good Academic Standing is explained by the University of Buffalo.

Section 3: Impeachment/Removal Process

The following scenarios are grounds for impeachment/removal of an officer or team leader:

1. Consistently breaking Student Association or State University of New York Policy for personal gain or to harm the club
2. Failure to perform the duties of the office as set forth in the constitution and bylaws of the club.
3. Failure to uphold the provisions of this constitution and its bylaws.
Any member can call for impeachment, however the member will need to first bring up the concern with the Executive Committee from which the Executive Committee will discuss the validity of the concern and determine whether impeachment is necessary. If the Executive Committee decides impeachment is not necessary then no change in position shall occur. On the other hand, if the Committee decides impeachment needs to take place then the Executive Committee has the power to call a vote. Before calling a vote, the Executive Committee must notify their Council Coordinator as well as the Student Association Elections and Credentials Chair. Impeachment of the member in question will occur if two-thirds or more of all club members vote for impeachment. The voting members for this decision cannot include the member in question.

Section 4: Resignation/Vacancy of Office
If any officer position is vacated before a term expires, the remaining officers, or, if necessary, the Executive Committee will call for an election to be held at a general meeting of the Organization. The election can be held one of two ways.

1. A special election will be called. The special election will follow the exact guidelines of Article V Section 3.
2. The President may appoint the new officer, which must be approved by a majority vote of the voting members attending the election.

This meeting will take place within one month of the vacancy. If the vacancy is the President or Treasurer positions, SA must be informed immediately (same day) so that finance software permissions are changed.

Article VII. Faculty Advisor
The Organization shall have a Faculty Advisor in accordance with SAE International requirements. It shall be the Faculty Advisor’s responsibility to consult the Organization’s officers on matters pertaining to SAE policies, to serve as a liaison for the Organization with the WNY SAE professional section, and to advise the officers on Collegiate Chapter matters. The Faculty Advisor shall work closely with all officers and team leadership, supporting them in their leadership roles.

Article VIII. Executive Committee
The Executive Committee shall consist of the Elected Officers, Team Leadership, Faculty Advisor and under special circumstances the Student Association Engineering Coordinator can also attend. The Faculty Advisor and Student Association Engineering Coordinator are non-voting members of the Executive Committee.

Article IX. Quorum
A quorum shall exist of one-third of the voting members in good standing. This applies to all meeting types.
Article X. Organization Structure
The Organization shall be divided into two distinct teams, each of which will have the goal of designing, fabricating and developing a vehicle for competition in an SAE Collegiate Design Series event, and then participating at the competition. A full list of events is given at http://students.sae.org/competitions/.

The current teams active in the Organization are:

1. Baja SAE
2. Clean Snowmobile Challenge

Changes to the division of the Organization into the above list of two can be made. The removal or addition of a team to the Organization will require a two-thirds majority vote of the Executive Committee.

Article XI. Team Leadership
Each team shall appoint leadership to facilitate the operation of their team and act as the primary contact for said team. Members appointed to these positions must meet Student Association requirements for club officers and be Voting Members active on the team for at least one academic year. The appointments shall take place before the end of the academic year. Leadership thus appointed shall take office immediately following the last day of Final Exams in the spring Semester or the day following the last day of a team’s competition (for those competitions in May and June), whichever comes later. Team leaders shall serve until the conclusion of the next academic year.

Typically, the team leader shall be called the “Team Captain.” A team may share leadership responsibilities between two people, in which case they will be called “Co-Captains.” Officers (President, Vice President, Treasurer and Secretary) may simultaneously hold official team leadership positions.

Article XII. Division of Finances between Teams
All outgoing and incoming officers and team leaders shall convene in a special meeting with the Executive Committee within one month following officer elections to determine the distribution of funds from the UB Student Association among the teams for the following school year. Allocations will be made based on the current year’s funding level as the upcoming year’s funding will not be known at the time. Each team will present their current year’s finances and projections for the upcoming year. Students will agree on how much funding to allocate to each team, and the incumbent President will have the final authority on this matter. The teams do not need to be funded equally—after weighing all factors an agreement on the division of funds shall be made.

In the event that the Student Association budget increases over the previous year, the Executive Committee will allocate the extra funds (beyond the estimate) to each team. In the event the Student Association budget decreases over the previous year, each team’s individual budget will be reduced by an equal percentage to correct the overestimate.
Any funds, sponsorship or award money obtained by an individual team shall be the property of that team unless specified distinctly by the source for Organization-wide use. Teams shall cooperate with each other in the best interest of the Organization when seeking support outside the University. All outside support shall be in keeping with the rules and regulations of the University at Buffalo and the UB Student Association.

Article XIII. Amendment
This constitution may be amended by a two-third majority vote of voting members at a general meeting of the Organization, provided that the proposed amendment be distributed to members at least two weeks in advance. An amendment may be proposed by action of the Executive Committee or by petition by ten or more voting members. Once passed, amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval. The amendment will only take effect after gaining Student Association approval.

Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.