

University of Toronto Baja Racing

Team Constitution

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1. Article One – Name and Branding

- 1.1. The official name of the recognized student group is “University of Toronto Baja Racing Student Team”.
- 1.2. The official acronym or abbreviation of the group is “UTBR” “UofT Baja Racing” and “UofT BSAE”.
- 1.3. The logo is in progress.

2. Article Two – Purpose

- 2.1. The purpose, objectives, mission and/or mandate of the organization are the following:

Our purpose is to bring people together through the trials and tribulations of building a car while developing a deeper understanding of fundamental mechanical, electrical engineering and business principles. To achieve this goal, we will hold regular team meetings, host social and community events and connect team members with faculty and industry professionals. We will continuously research and apply engineering concepts to build a successful vehicle for competition and ultimately race in international competitions. Overall, we will work together to build something epic and create positive long-lasting memories to look back when we're really old.

3. Article Three – Membership and Membership Fee

- 3.1. The group shall maintain a list of group members.
- 3.2. Voting membership is open to all registered students of the University of Toronto.
- 3.3. Voting membership is open only to registered students of the University of Toronto.
- 3.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 3.5. There will be no membership fee to participate. However, students interested in participating in the Baja Society of Automotive Engineers (BSAE) competitions must acquire an annual competition membership with SAE. Yearly membership costs \$25 USD and can be obtained online on the official SAE website. Travel costs for events will be covered as much as possible, but not fully. The amount members have to pay to go to competition will be determined on a year-by-year basis.

4. Article Four – Rights of Members

- 4.1. All members have the right to leave with no explanation required.
- 4.2. All voting members have a right to attend all general meetings of members.
- 4.3. All voting members have a right to cast votes at all general meetings of members.
- 4.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 4.5. All voting members have a right to cast votes in all group elections and referenda.
- 4.6. All voting members have a right to propose and vote on amendments to this constitution.

- 4.7. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 4.8. All members have a right to participate in the idea generation and contribute to their development with the acknowledgement of the subteam directors.

5. Article Five - Executive Committee

- 5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 5.2. The Executive Committee shall be composed of at least 5 voting members.
- 5.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 5.4. Staff, faculty, alumni members or mentors may hold non-voting executive positions, which may include but not be limited to assuming advisory roles for the team.
- 5.5. Non-voting members may hold only non-voting positions on the Executive Committee.
- 5.6. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
- 5.7. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.8. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 5.9. The Executive may appoint Leads or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

6. Article Six - Executive Committees Compositions and Duties

The Executive Committee shall consist of:

- Team Captain
- Logistics Director
- Finance Director
- Marketing Director
- Subteam Directors

The Executive Technical Committee shall consist of:

- Team Captain
- Logistics Director
- Subteam Directors
- Any interested Executive member

The Executive Business Committee shall consist of:

- Team Captain
- Logistics Director
- Finance Director
- Marketing Director
- Any interested Executive member

6.1. The Team Captain shall:

- 6.1.1. Oversee the operations, management, and success of the group.
- 6.1.2. Set team goals and expectations for the year, and communicate these to the team during the first meeting.
- 6.1.3. Develop yearly project timelines with the Executive Committee to meet project deadlines.
- 6.1.4. Ensure cohesive vision of the group.
- 6.1.5. Be eligible to cast votes at meetings of the Executive Committee.
- 6.1.6. Assume duties of absent Director in case of their absence.
- 6.1.7. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.1.8. Report to the Ombudsperson incidents that violate section 1.8 of the University of Toronto Engineering Society's Policy on Affiliated Clubs.
- 6.1.9. Act as a liaison to campus staff, faculty and alumni representatives for the group along with the Executive Team.
- 6.1.10. Oversee and/or participate in the acquisition of new sponsors along with the Outreach Director.
- 6.1.11. Maintain contact with current team sponsors and at Formula SAE/Student events along with the Outreach Director.
- 6.1.12. Complete registration and administrative preparations for competitions along with the Logistics Director.
- 6.1.13. Manage logistics for competition attendance along with the Logistics Director and Finance Director.
- 6.1.14. Hold signing and financial authority along with the Finance Director.
- 6.1.15. Preside over meetings of the Executive Committee and/or members.
- 6.1.16. Ensure the office transitions from one year to the next.
- 6.1.17. Notify all members of upcoming relevant meetings.
- 6.1.18. Record notes and motions for meetings.

6.2. The Logistics Director shall:

- 6.2.1. Coordinate organizational recruitment efforts.
- 6.2.2. Maintain a list of group members.
- 6.2.3. Maintain the group website and member contact list.
- 6.2.4. Update and manage the UofT Baja Racing website along with a dedicated website developer.
- 6.2.5. Be eligible to cast votes at meetings of the Executive Committee.
- 6.2.6. Assume the duties of the Team Captain and absent Director in case of their absence.

- 6.2.7. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.2.8. Report to the Ombudsperson incidents that violate section 1.8 of the University of Toronto Engineering Society's Policy on Affiliated Clubs.
- 6.2.9. Act as a liaison to campus staff, faculty and alumni representatives for the group along with the Executive Team.
- 6.2.10. Develop yearly project timelines with the Executive Committee to meet project deadlines.
- 6.2.11. Record notes and motions for meetings.
- 6.2.12. Provide recommendations to the executive committee for future Logistic Director(s).

6.3. The Finance Director shall:

- 6.3.1. Record all financial transactions of the group.
- 6.3.2. Hold signing and financial authority along with the Team Captain.
- 6.3.3. Maintain a budget of income and expenses.
- 6.3.4. Advise members on the financial position of the group.
- 6.3.5. Be responsible for presenting a budget and arriving at a fiscal agreement among the Subteam Directors.
- 6.3.6. Prepare an annual budget for the group.
- 6.3.7. Lead any financial projects of the group.
- 6.3.8. Lead the finance team and delegate tasks to members.
- 6.3.9. Be eligible to cast votes at meetings of the Executive Committee.
- 6.3.10. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.3.11. Act as a liaison to campus staff, faculty and alumni representatives along with the Executive Committee.
- 6.3.12. Develop yearly project timelines with the Executive Committee to achieve project deadlines.
- 6.3.13. Record notes and motions for meetings.

6.4. The Marketing Director shall:

- 6.4.1. Publish announcements to inform our members and the Skule community of the group's upcoming events, displays, and workshops.
- 6.4.2. Create and post promotional material for team social media accounts.
- 6.4.3. Be eligible to cast votes at meetings of the Executive Committee.
- 6.4.4. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.4.5. Act as a liaison to campus staff, faculty and alumni representatives along with the Executive Committee.
- 6.4.6. Develop yearly project timelines with the Executive Committee to achieve project deadlines.
- 6.4.7. Record notes and motions for meetings.

6.5. The Outreach Director shall:

- 6.5.1. Oversee and/or participate in the acquisition of new sponsors along with the Team Captain.
- 6.5.2. Maintain contact with current team sponsors and at Formula SAE/Student events along with the Team Captain.
- 6.5.3. Research, secure and plan outreach opportunities, campaigns and events for the group.
- 6.5.4. Be eligible to cast votes at meetings of the Executive Committee.
- 6.5.5. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.5.6. Act as a liaison to campus staff, faculty and alumni representatives along with the Executive Committee.
- 6.5.7. Develop yearly project timelines with the Executive Committee to achieve project deadlines.
- 6.5.8. Record notes and motions for meetings.

6.6. The Subteam Directors shall:

- 6.6.1. Be responsible for ensuring that subteam members complete deliverables and remain on schedule.
- 6.6.2. Be responsible for the design, manufacturing, and maintenance of parts relating to their respective sections.
- 6.6.3. Oversee subteam-specific technical documents and competition deliverables.
- 6.6.4. Maintain and develop documentation to enable successful knowledge transfer.
- 6.6.5. Be responsible for leading technical subteam-specific discussions and making final design decisions.
- 6.6.6. Be responsible for ensuring the vehicle passes the required technical inspections as part of their subteam scope.
- 6.6.7. Create, manage, and ensure adherence to the budget of their respective section with the assistance of the Financial Director.
- 6.6.8. Maintain contact with section-specific sponsors and handle communications with companies along with the Team Principal and Outreach Director.
- 6.6.9. Be eligible to cast votes at meetings of the Executive Committee.
- 6.6.10. Ensure activities of the club comply with the policies of the University of Toronto.
- 6.6.11. Act as a liaison to campus staff, faculty and alumni representatives along with the Executive Committee.
- 6.6.12. Develop yearly project timelines with the Executive Committee to achieve project deadlines.
- 6.6.13. Record notes and motions for meetings.
- 6.6.14. Provide recommendations to the executive committee for future Subteam Directors.

The current subteams include:

- Brakes
- Chassis
- Electrical
- Finance
- Marketing
- Outreach
- Powertrain
- Suspension & Steering

7. Article Seven – Elections

- 7.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 7.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 7.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 7.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 7.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 7.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 7.7. The elections must be held in an unbiased manner. To ensure this, a third party chosen by the Executive Committee will administer an electronic voting-based election.
- 7.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by-election and vote of simple majority (50% + 1).
- 7.9. If a member of the Executive Committee resigns or is removed, an election will take place in the next weekly meeting. The election procedure will follow the same as an end-of-term executive election.

8. Article Eight – Finances

- 8.1. The Finance Director shall keep an active record of income and expenses.
- 8.2. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
- 8.3. The Logistics Director, Team Captain, Finance Director and the requesting Subteam Director must discuss all expenditures under \$300.00 through a meeting.
- 8.4. The Executive Committee must approve all expenditures over \$300.00 through a majority vote at a meeting of the Executive Committee and be informed of all expenses for tracking purposes.
- 8.5. The group may not engage in activities that are essentially commercial in nature.
- 8.6. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.

- 8.7. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 8.8. The group will not pay salaries to any of its officers.

9. Article Nine – Meetings

Types of meetings include:

- Executive Committee meetings
- General Overview meetings
- Technical Executive Committee meetings
- Business Executive Committee meetings
- Subteam General meetings

- 9.1. The Executive Committee shall meet monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 9.2. The Executive Committee meetings will discuss but are not limited to overall group success, organizational plans, administrative topics and general updates.
- 9.3. The group shall hold General Overview meetings at least twice per year to include the general membership and provide them with an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 9.4. The Executive Committee must announce the date of a General Overview meeting to the general membership at least one (1) week before the date of the meeting.
- 9.5. The Technical Executive Committee will hold bi-weekly meetings to discuss technical design-related topics ensuring project progress.
- 9.6. The Business Executive Committee will hold bi-weekly meetings to discuss business-related topics ensuring project progress.
- 9.7. Any member may be invited to an Executive Committee meeting by an Executive Member.
- 9.8. An emergency meeting with any of the Executive Committee can be requested at any time by any members of the Executive Committee.
- 9.9. The Subteam Directors will hold weekly Subteam General meetings to discuss technical design-related topics with general members to ensure day-to-day progress.

10. Article Ten - Termination of Membership

- 10.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members with no commitment to change. These include but are not limited to non-disclosure of a significant or continuing conflict of interest, illegal activity and any violations of Article Four.
- 10.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 10.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 10.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

- 10.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 10.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 10.7. Executive Committee members are subject to the same termination of the membership process as general members.
- 10.8. Executive Committee members' termination is valid under the grounds of but not limited to the neglect of duties, breach of the group's constitution and any violation of Article 10.1.

11. Article Eleven – Amendments

- 11.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 11.2. All voting members may propose and vote on amendments to the constitution.
- 11.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 11.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.