



## Team Constitution

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## **1. Article One - Name and Purpose**

- 1.1. The official name of the recognized student group is “The University of Toronto Formula SAE Racing Team”.
- 1.2. The official acronyms and abbreviations of the group are “UTFR”, “UofT FSAE”, “UofT Formula Racing”.
- 1.3. The purpose, objectives, mission and/or mandate of the organization is to provide UofT students with experience that will enhance their academic knowledge, provide them with applicable skills and contacts relating to the professions of engineering, business management, marketing and manufacturing; to provide relevant technical knowledge to students and prospective students interested in the applied science and technology; to facilitate a connection between academic faculty and industry and support student thesis/capstone research in related areas; to produce a new Formula-style race car to enter into the Formula SAE/Student series each year, and to maintain a top ten position at all international Formula SAE and Formula Student competitions.

## **2. Article Two - Membership**

- 2.1. The group shall maintain a list of group members.
- 2.2. Members of the UofT FSAE Team shall attend weekly team meetings and participate in team events according to their roles.
- 2.3. All members will be added to the team Slack to receive updates between weekly meetings and to conduct all internal communication.
- 2.4. Voting membership is open only to registered undergraduate students of the University of Toronto.
- 2.5. Non-voting membership is open to University of Toronto masters/PhD students, 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.
- 2.6. The membership fee will be \$0 per year. Students who wish to participate in any of the international FSAE competitions must be Student Members of the Society of Automotive Engineers. Annual membership with the Society of Automotive Engineers can be acquired online by each member at the price of approximately \$25 USD.

## **3. Article Three - Rights of Members**

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members when called upon.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referendums.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.

- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Article Four - Responsibilities of Members**

- 4.1. All members shall behave in accordance with student policies, including but not limited to, the University of Toronto Code of Student Conduct, the Policy on the Temporary Use of Space, and the Statement on Prohibited Discrimination and Discriminatory Harassment.
- 4.2. All members shall behave in a manner of professionalism and respect, and must not conduct any offenses against any persons on the team.
- 4.3. All members shall not discriminate on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and/or disability.
- 4.4. All members shall work within the team organizational structure of the team with their section(s)/department lead(s) as their first point of contact.
- 4.5. All members must complete the mandatory safety training to gain access to the team's workspaces.

#### **5. Article Five - Executive Committee**

- 5.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th. Terms may change depending on competition dates and availability of executives.
- 5.2. The Executive Committee shall be composed of up to five (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, or alumni members may hold non-voting executive positions, which may include but not be limited to assuming advisory roles for the team.
- 5.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 5.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 5.7. 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.

## **6. Article Six - Executive Committee Composition and Duties**

### **6.1. The Team Principal shall:**

- 6.1.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.1.2. Oversee the operations, management, and success of the group.
- 6.1.3. Set team goals and expectations for the year, and communicate these to the team during the first meeting.
- 6.1.4. Act as a liaison to campus staff, faculty and alumni representatives.
- 6.1.5. Report to the Ombudsperson incidents that violate section 1.8 of the University of Toronto Engineering Society's Policy on Affiliated Clubs.
- 6.1.6. Hold signing and financial authority along with the Business Director.
- 6.1.7. Preside over meetings of the Executive Committee and/or members.
- 6.1.8. Ensure transition of office from one year to the next.
- 6.1.9. Ensure that all team activities are executed in accordance with the team's budget, timeline, and goals.
- 6.1.10. Oversee and/or participate in the acquisition of new sponsors.
- 6.1.11. Maintain contact with current team sponsors and at Formula SAE/Student events.
- 6.1.12. Complete registration and administrative preparations for competitions.
- 6.1.13. Oversee logistics for competition attendance along with the Business Director.
- 6.1.14. Assume duties of a Business/Technical Director in case of their absence.

### **6.2. The Technical Director(s) shall:**

- 6.2.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.2.2. Assume duties of the Team Principal in their absence.
- 6.2.3. Ensure activities of the club comply with policies stated in Article 4.1.
- 6.2.4. Coordinate organizational recruitment efforts.
- 6.2.5. Be responsible for leading discussions of technical matters and design decisions.
- 6.2.6. Be responsible for making final design decisions for the project with reasonable documentation and justification.
- 6.2.7. Be responsible for ensuring that Section Leads remain on schedule.
- 6.2.8. Be present at all department design reviews.
- 6.2.9. Oversee all technical documents and competition deliverables.
- 6.2.10. Be responsible for ensuring the vehicle passes the required technical inspections.
- 6.2.11. Act as a liaison to campus staff, faculty and alumni representatives.
- 6.2.12. Be designated for the following sections:

- 6.2.12.1. Mechanical
- 6.2.12.2. Electrical
- 6.2.12.3. Driverless

**6.3. The Business Director shall:**

- 6.3.1. Be eligible to cast votes at meetings of the Executive Committee.
- 6.3.2. Record all financial transactions of the group.
- 6.3.3. Hold signing and financial authority along with the Team Principal.
- 6.3.4. Maintain a budget of income and expenses.
- 6.3.5. Advise members on the financial position of the group.
- 6.3.6. Consolidate an annual budget for the group.
- 6.3.7. Be responsible for presenting a budget and arriving at a fiscal agreement among the Section Leads.
- 6.3.8. Be responsible for presenting a budget update when called upon at weekly meetings.
- 6.3.9. Be responsible for planning, preparation and execution of campus-based events.
- 6.3.10. Act as a liaison to campus staff, faculty and alumni representatives.
- 6.3.11. Lead promotional campaigns on campus.
- 6.3.12. Be responsible for planning, preparation and execution of off campus events and public shows.
- 6.3.13. Oversee the completion of relevant competition documentation, including but not limited to, the Business Plan Presentation, and Cost Real Case.
- 6.3.14. Oversee logistics for competition attendance along with the Team Principal.

**7. Article Seven - Section Lead Duties**

**7.1. A Section Lead shall:**

- 7.1.1. Be responsible for the design, manufacturing, and maintenance of parts pertaining to their respective sections.
- 7.1.2. Create, manage, and ensure adherence to the budget of their respective section with the assistance of the Business Director.
- 7.1.3. Maintain contact with section specific sponsors and handle communications with companies pertaining to their section's needs.
- 7.1.4. Be responsible for managing and delegating work pertaining to their section within the members of their respective sections.
- 7.1.5. Maintain and develop documentation to enable successful knowledge transfer for their sections.

- 7.1.6. Be responsible for facilitating the recruitment and training of new members in their respective sections.
- 7.1.7. Be responsible for completing all competition documentation submissions relating to their sections.
- 7.1.8. Provide section updates upon request during weekly meetings.
- 7.1.9. Attend competitions to present information pertaining to their section to the panel of design judges.
- 7.1.10. Be responsible for their section's competition deliverables, including but not limited to: design presentations, cost reports, and safety forms.
- 7.1.11. Be designated for the following positions:
  - 7.1.11.1. Aerodynamics
  - 7.1.11.2. Brakes
  - 7.1.11.3. Chassis
  - 7.1.11.4. Composites
  - 7.1.11.5. Controllers
  - 7.1.11.6. Controls
  - 7.1.11.7. Drivetrain
  - 7.1.11.8. Driverless Electrical
  - 7.1.11.9. Driverless Mechanical
  - 7.1.11.10. Ergonomics
  - 7.1.11.11. Estimation
  - 7.1.11.12. Events
  - 7.1.11.13. External Outreach
  - 7.1.11.14. Firmware
  - 7.1.11.15. Harness
  - 7.1.11.16. Marketing
  - 7.1.11.17. Navigation
  - 7.1.11.18. Perception
  - 7.1.11.19. Powertrain Electrical
  - 7.1.11.20. Powertrain Mechanical
  - 7.1.11.21. Recruitment
  - 7.1.11.22. Steering
  - 7.1.11.23. Suspension

## **8. Article Eight - Executive Committee Elections**

- 8.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 8.2. All voting group members shall be eligible to seek nomination and/or cast a ballot for each voting position.
- 8.3. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 8.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 8.5. The nominee winning the most votes cast in each election for each position shall be deemed the winner until all positions have been filled.
- 8.6. On the condition that multiple candidates are to be elected for a single position, elections will be held with a ranked ballot system, and the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 8.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 8.8. Executive committee members shall be selected in the following order:
  1. Team Principal
  2. Technical Directors
  3. Business Director
- 8.9. Executive Committee elections shall be held before the Winter reading week.
- 8.10. In the event that a member of the Executive Committee resigns or is removed, a by-election shall be set to take place at an upcoming weekly meeting. The procedure of a by-election will follow the procedure of an end of term executive election.

## **9. Article Nine - Section Lead Elections**

- 9.1. Section Lead positions shall be filled through an annual election.
- 9.2. All voting group members shall be eligible to seek nomination through a formal request and/or cast a ballot for each voting position.
- 9.3. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 9.4. The nominee winning the most votes cast in each election for each position shall be deemed the winner until all positions have been filled.
- 9.5. On the condition that a single candidate is to be elected for a single position, the candidate will be elected for the position without a vote.

- 9.6. On the condition that multiple candidates are to be elected for a single position, a ranked ballot voting system will be used, and the nominee winning the largest share of the votes cast shall be deemed the winner until all positions are filled.
- 9.7. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 9.8. Section Lead elections shall be held after the Executive Committee elections, and no later than the end of the academic year in April.

## **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, and demonstrates no sign of correcting such actions. Actions include but are not limited to:
  - Non-disclosure of a significant or continuing conflict of interest.
  - Violation of any of the items outlined in Article Four.
  - Illegal actions and behaviours.
- 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 against the decision of the Executive Committee to the general membership, except in the event of illegal actions being undertaken.
- 10.5. An appeal for re-establishment of a student's membership can be presented to the Executive Committee at a weekly meeting on behalf of the terminated member. A 75% vote is required for the appeal to be passed.
- 10.6. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the termination of membership.
- 10.7. 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.
- 10.8. Executive Committee members are subject to the same termination of membership process as general members.

## **11. Article Eleven - Finances**

- 11.1. The Business Director shall keep an active record of revenues and expenses.
- 11.2. The Business Director shall present the group's financial position at general and executive meetings upon request.



- 11.3. The Team Principal and Business Director must approve all expenditures over \$100.00 and be informed of all expenses for tracking purposes.
- 11.4. The group may not engage in activities that are essentially commercial in nature.
- 11.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 11.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 11.7. The group will not pay salaries to any of its members.

## **12. Article Twelve - Meetings**

- 12.1. The Executive Committee shall meet at minimum monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 12.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 12.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **13. Article Thirteen - Amendments**

- 13.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 13.2. All voting members may propose and vote on amendments to the constitution.
- 13.3. Amendment requests shall be presented in the form of a written referendum posed in the form of a clear and concise statement.
- 13.4. Referendums shall be presented to the team and voted on during weekly meetings.
  - 13.4.1. The member proposing the amendment will be granted up to ten minutes to explain the reasons for the amendment.
  - 13.4.2. A further ten minutes will be granted for discussion between voting members relating to the amendment.
  - 13.4.3. A vote will follow the discussion, as outlined in 13.1.
- 13.5. 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 of the document being consolidated.
- 13.6. 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.