

Team Constitution

Last Update: Feb 4th, 2024

1. Name of Organisation

This organisation will be known as “Blue Sky Solar Racing.”

For all intents and purposes, this organisation’s name may be abbreviated as “BSSR”, and shall be referred to as such for the remainder of this document.

2. Purpose & Objectives

The organization is committed to leveraging higher education to advance renewable energy technology and environmental decision-making. Blue Sky Solar Racing designs and fabricates solar-powered vehicles to compete in renowned events like the biennial Bridgestone World Solar Challenge and American Solar Challenge, fostering innovation in technology applications and serving as catalysts for further advancements. This involvement not only fosters innovation in technology applications but also acts as a catalyst for further advancements in the field. The team’s cross-continental racing spirit and distinctive vehicle design captivate the public, creating an inspiring atmosphere for diverse individuals, including young children, prospective students, and sponsors on a global scale. The pursuit of highway speeds solely through solar energy necessitates precise, careful design for efficient power management, prioritizing energy efficiency while ensuring the overall safety of the team and each component. While the organization underscores performance and reliability in design and construction, the core of the race emphasizes sustainability and teamwork, fostering unity within the team. Blue Sky Solar Racing provides a distinct learning experience that goes beyond the realms of design, construction, logistics, public relations, and administration of a solar race team. The organization promotes an interdisciplinary approach, allowing students from various fields, including engineering, science, humanities, social science, and business, to collaboratively explore the impact of diverse decision-making processes on environmental perspectives and the role of technology.

3. Membership

3.1 Membership Types

There are two membership types: advisors, and general members.

Executive members are general members which carry specific roles in the team as defined in sections 5.4, 5.5, 5.6, and 5.7.

Anyone may be an advisor, but general members and executive members must be current students of the University of Toronto.

All members shall be registered with their names, emails, student numbers (where applicable), and subteams/roles kept with the organisation.

3.2 Resignation

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Each member may resign their position from within any subteam they are registered for in BSSR voluntarily at any time.

3.3 Automatic Removal

General and executive members lose their membership automatically when they are no longer enrolled as a student at the University of Toronto and gain advisor membership automatically.

This includes students who are forced to withdraw due to academic board decisions.

Advisors who regain enrolment at the University of Toronto must reapply in order to regain general membership.

All members lose their membership automatically when they are no longer part of any subteam.

3.4 Disciplinary Action

Any member, regardless of membership type, when found to have negatively affected BSSR's interests, including but not limited to non-disclosure of outstanding conflicts of interests, improper or dangerous behaviour towards BSSR's members and infrastructure, improper or unauthorised release of proprietary or protected intellectual property, or deliberate and unjustified missing of obligations towards BSSR, may be subject to disciplinary action.

There are two forms of disciplinary action: suspensions and removal. If a member faces suspension, they are barred from participating in all club-related activities - including design work - for a certain duration. If a member faces removal, they are removed from the club's membership roster and barred from participating in all club-related activities unless rehired.

As a principle, for any disciplinary action proceedings, the Legal Subteam's role is to only ensure that requests for disciplinary action are not frivolous. They will not hinder or abet disciplinary action proceedings beyond this purpose.

3.4.1 Suspension

Any member that performs actions specified in section 3.4 may be subject to a suspension notice. Anyone may file a suspension notice to the Legal Team.

Suspension notices will be processed by the Legal Lead to ensure they are not frivolous and in bad faith. The Legal Lead may delegate this decision-making to a Legal Team member with all personal information withheld by the Lead.

If the Legal Lead is satisfied that the notice was not frivolous and in bad faith, the Legal Team is briefed on the notice, the subject of the notice will be approached by any member of the Legal Team to discuss the notice.

The Legal Lead may then call a meeting of all executive members and the subject of the notice. During the meeting, a vote will be made on the suspension notice among all executive members. If the subject of the notice is in the executive team they will not be allowed to vote. A two-thirds majority of all present is required for the suspension to pass.

The Legal Team will relay any notice that receives a vote and the vote decision to the entire team by email.

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The subject of the suspension may appeal their suspension. The appeal shall commence during the next general meeting. Between the initial decision and the appeal meeting, the member shall be deemed suspended.

The above clauses do not apply if the subject of the notice is the Chief Engineer, Advancement Director, or Project Manager.

In this case section 8.6.1 applies.

The above clauses do not apply if the subject of the notice is the Legal Lead.

In this case, section 8.6.2 applies.

3.4.2 Removal

Any member that performs actions specified in section 3.4 may be subject to a removal notice. Anyone may file a removal notice to the Legal Team.

Removal notices will be processed by the Legal Lead to ensure they are not frivolous and in bad faith. The Legal Lead may delegate this decision-making to a Legal Team member with all personal information withheld by the Lead.

Normally, removal notices may only be filed after a member has faced two suspensions. However, if a member's conduct is sufficiently severe, the Legal Team may vote to elevate any suspension notice to a removal notice. The vote is conducted internally within the Legal Team, requires a simple majority to pass, and its outcome is not publicly announced.

If the Legal Lead is satisfied that the notice was not frivolous and in bad faith, the Legal Team is briefed on the notice, the subject of the notice will be approached by any member of the Legal Team to discuss the notice.

The Legal Lead may then call a meeting of all executive members and the subject of the notice. During the meeting, a vote will be made on the removal notice among all executive members. If the subject of the notice is in the executive team they will not be allowed to vote. A two-thirds majority of all present is required for the suspension to pass.

The Legal Team will relay any notice that receives a vote and the vote decision to the entire team by email.

The subject of the suspension may appeal their removal. The appeal shall commence during the next general meeting. Between the initial decision and the appeal meeting, the member shall be deemed suspended.

The above clauses do not apply if the subject of the notice is the Chief Engineer, Advancement Director, or Project Manager.

In this case, section 8.6.1 applies.

The above clauses do not apply if the subject of the notice is the Legal Lead.

In this case, section 8.6.2 applies.

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3.4.3 Disciplinary Action through Vote

Disciplinary action proceedings may be initiated during a general meeting bypassing sections 3.4.1 and 3.4.2 against any person in BSSR.

Prior to the general meeting, the person initiating the action must obtain thirty signatures from registered members of BSSR in support of the disciplinary action. The thirty signees must be made aware of the exact nature of the disciplinary action request.

During the general meeting, a vote will be called following the procedure of section 8.6.1. If a two-thirds majority is reached, then disciplinary action will be considered in effect from the vote.

4. General members

4.1. Qualifications for General Membership

General members are students of good standing at the University of Toronto, as proven by the existence of a current student number and/or status on ACORN/any other proof of enrolment.

Students that are forced to withdraw as a result of their academic standing or Faculty Council Standing Committee decisions (for engineering students) lose general member status.

Such students will be required to notify BSSR regarding any withdrawal under the above clause and will have their general membership revoked. Members can then apply for advisor membership (see Section 6) or reapply for general membership if reinstated to the University.

General members must be registered with at least one subteam when joining BSSR, and meet the requirements to be considered a member of that subteam as set out by its overseeing executive member.

Any person that declares their intention to join BSSR through any of BSSR's recruitment efforts and meets the requirements as set out in clauses 4.1.a and 4.1.d acquire general membership.

4.2. Rights of General Members

General members are allowed to carry out design work for the benefit of BSSR provided that that design work is under the scope of their overseeing executive member's authority.

General members are allowed to run, nominate themselves, and vote in elections and constitutional amendments.

General members are allowed to request a transfer at any time during a cycle. They shall inform their current and subsequent subteam leads when doing so. Subteam leads shall maintain a tracker of members moving between subteams, which will be kept to date annually.

General members are allowed to resign from BSSR at any time.

4.3. Responsibilities of General Members

General members are responsible for maintaining their academic standing within the university.

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General members are responsible for managing and completing work requested of them as part of their contribution to BSSR.

- This includes informing their overseeing executive members when they are unable to do this and, similarly, negotiating their workload.

General members are responsible for obeying the University of Toronto student code of conduct while undertaking activities for BSSR. This includes notifying BSSR of any change to enrollment.

4.4. Executive roles

Executive members are not their own class of membership; in fact, all holders of executive positions within BSSR are general members who have additional privileges and responsibilities as far as their role entails.

The list of executive positions, their duties, and their holders, is listed in section 5.

5. Executive Members

5.1. Definitions

An executive member is a general member who is given additional privileges and responsibilities to effect a chain of command structure over BSSR.

For this section, a cycle is the period between any two World Solar Challenge races, which are normally held in Australia biannually.

For this section, business is defined as all activities engaged between BSSR and external organisations towards the design, manufacturing, and operation of BSSR's solar vehicle projects, as well as the good operation and upkeep of the workshop and the team, which encompasses direct financial transactions in exchange for goods or services as well as sponsorships as defined by the CRA.

For this section, a technical subteam is any subteam which is designated as such in section 5.8. Similarly, a non-technical subteam is any subteam which is designated as such in section 5.8. Generally, a technical subteam conducts engineering design work for or on behalf of the team.

5.2. Qualifications for all Executive Members

All executive members shall be appointed either by an election or the approval of the Chief Engineer, Advancement Director, and/or Project Manager, depending on the nature of the role.

Chief Engineers, Advancement Directors and Project Managers may only be hired through an election, as described in section 7 of this Constitution, even when a prior Chief Engineer or Project Manager was removed from their role.

Members may not serve in any executive membership position they have held in a prior cycle.

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5.3. Rights of all Executive Members

All executive members have the same rights granted to general members.

In addition, each executive member will be able to carry out the actions necessary to carry out the mandates of their role and/or subteam, as detailed in sections 5.4 through 5.8.

5.4. Responsibilities of all Executive Members

All executive members have the same responsibilities as general members, except for those in clauses 5.5. To 5.8.

In addition, executive members shall be present for weekly meetings and for team-wide general meetings. During each general meeting, executive members shall present work undertaken by themselves or their subteams between that time and the prior general meeting.

5.5. Project Manager

The project manager shall oversee the progress of all of BSSR's technical work, coordinate tasks between the different subteams within BSSR, and ensure that deadlines and preparations for the competitions BSSR participates in are met.

The project manager shall chair all general and executive meetings, and sets agendas out for these.

The project manager shall serve as a contact person between BSSR and other University of Toronto-involved bodies (UTSU, Engineering Faculty, Health and Safety, etc.)

The project manager is authorised to conduct business on behalf of BSSR and is a signing authority for it.

The project manager shall delegate the above tasks and authorities to the chief engineer and the advancement director should they be unable to carry them out or face disciplinary action.

The Project Manager is appointed by a nomination and election process as described in section 8.2.

5.6 Chief Engineer

The chief engineer shall coordinate tasks between all technical subteams within BSSR.

The chief engineer is authorised to approve all designs, drawings, and software of the solar car that are produced by technical subteams under the Chief Engineer's purview.

The chief engineer shall delegate the above tasks to a quorum of BSSR's technical leads should they be unable to carry them out or face disciplinary action.

The Chief Engineer is appointed by a nomination and election process as described in section 8.2.

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5.7 Advancement Director

The advancement director shall coordinate tasks between all non-technical subteams within BSSR. In particular, the Advancement Director's purview includes but is not limited to the following:

- Oversight over all advertising for BSSR regardless of medium used;
- Maintenance of all official records and archives, including the membership roster, but excepting current and past revisions of this Constitution;
- Maintenance of a ledger of all financial transactions done by or on behalf of BSSR.
- Planning and execution of BSSR's team flagship events.
- Collaborate with BSSR's sponsorship team to fulfil the organisation's sponsorship objectives, involving formulating proposals and actively outreach to prospective sponsors for support.
- Cultivation and preservation of relationships with stakeholders, including sponsors, alumni, faculty, the University of Toronto, and external partners, aiming to enhance the organisation's network and support base.
- Engagement in strategic planning with the objective of portraying and embodying the organisation's identity and values.

The advancement director is authorised to conduct business on behalf of BSSR and is a signing authority for it.

The director shall delegate the above tasks and authorities to a quorum of the non-technical leads should they be unable to carry them out or face disciplinary action.

The Advancement Director is appointed by a nomination and election process as described in section 8.2.

5.8 Aerodynamics Lead

The Aerodynamics Lead shall chair and oversee a subteam called the Aerodynamics Subteam.

The scope of the Aerodynamics Subteam is to design the aerobody subsystem of the car. This involves conducting computational and physical testing, guaranteeing design constraints, and ensuring the safety of the car and occupant under various wind conditions.

The Aerodynamics Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer, Project Manager, or Advancement Director.

The Aerodynamics Subteam may be considered as a technical subteam.

5.9 Structural Lead

The Structural Lead shall chair and oversee a subteam called the Structural Subteam.

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The scope of the Structural Subteam is the design of the structural subsystem of the car. This includes the chassis, stiffeners and occupant space. Moreover, the structural subteam is also responsible for preparing designs for manufacturing, which includes designing the various stackups, plugs, and moulds needed throughout the fabrication process.

The Structural Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Structural Subteam may be considered as a technical subteam.

5.10 Mechanical Lead

The Mechanical Lead shall chair and oversee a subteam called the Mechanical Subteam. The scope of that subteam is designing, manufacturing and assembling the mechanical system within the BSSR vehicles. This includes suspension, braking and steering. The Mechanical Lead is responsible for communicating with sponsors and suppliers to procure materials, machined components and hardware for the vehicle.

The Mechanical Subteam is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Mechanical Subteam may be considered as a technical subteam.

5.11 Strategy Lead

The Strategy Lead shall chair and oversee a subteam called the Strategy Subteam.

The scope of that subteam is developing simulations for racing the solar car to predict battery energy over the course of time and visualise telemetry data from the solar car. This includes developing array simulations, force balance models, optimization algorithms, and various graphical user interfaces to use the software.

The Strategy Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Strategy Subteam may be considered as a technical subteam.

5.12 Fabrication Lead

The Fabrication Lead shall chair and oversee a subteam called the Fabrication Subteam.

The scope of the Fabrication Subteam is the manufacturing of the structural and aerobody subsystems of the car. This includes the chassis, aerobody, canopy, stiffeners, and occupant space.

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The Fabrication Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Fabrication Subteam may be considered as a technical subteam.

5.13 Electrical Lead

The Electrical Lead shall chair and oversee a subteam called the Electrical Subteam.

- The scope of that subteam is to design, test, and validate the electrical systems that drive the solar vehicle.
- Electrical systems within the vehicle can be divided into two main categories:
 - Low Voltage System: Consists of the Logic Control Systems of the vehicle and the Driver Interface.
 - High Voltage System: Consists of the Solar Array, Battery and Motor Controls.

The Electrical Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Electrical Lead may be considered as a technical subteam.

5.14 Software Lead

The Software Lead, also referred to as the Elec-Software Lead, shall chair and oversee a subteam called the Software Subteam, also referred to as the Elec-Software Subteam, considered a part of the larger Electrical Subteam.

- The scope of that subteam is to research, design, create, test, and validate the software for the electrical systems that drive the solar vehicle.
- Software for the electrical systems within the vehicle is deployed for purposes that include, but are not limited to: The battery/power management and state-of-charge (SOC) estimation system, the power monitoring system, the motor controlling system, the display driver system, the input system, and the radio/telemetry system.

The Software Lead is authorised to conduct business on behalf of the BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Software Lead may be considered as a technical subteam.

5.15 Array Lead

The Array Lead shall chair and oversee a subteam called the Array Subteam.

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- The scope of that subteam is to research, design, create, assemble, and test the solar array that powers the solar-powered vehicle.
- The Array is comprised of solar cells, the wires that connect the cells and up until the power management elect components.

The Array Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Chief Engineer.

The Array Subteam may be considered as a technical subteam.

5.16 Marketing Lead

The Marketing Lead shall chair and oversee a subteam called the Marketing Subteam.

- The scope of that subteam is to shape the team's external image, enhance the team's visibility, and coordinate team flagship events and initiatives with sponsors, faculty, alumni, and local organisations.
- This includes managing and curating social media content across Instagram, Facebook, LinkedIn, X, and the team website.

The Marketing Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Advancement Director.

The Marketing Subteam may be considered as a non-technical subteam.

5.17 Sponsorship Lead

The Sponsorship Lead shall chair and oversee a subteam called the Sponsorship Subteam.

- The scope of that subteam is to manage all tasks pertaining to obtaining capital for the team as well as working with the technical teams on sponsorships for materials.
- This includes overseeing and managing relations with sponsors, raising capital for the team and developing initiatives to recruit new sponsors.

The Sponsorship Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Advancement Director.

The Sponsorship Subteam may be considered as a non-technical subteam.

5.18 Operations Lead

The Operations Lead shall chair and oversee a subteam called the Operations Subteam.

- The scope of that subteam is to manage all race operations, shop safety standards and any other operational tasks that arise. This includes but is not limited to transportation of personnel, materials, and solar cars.

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The Operations Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Advancement Director.

The Operations Subteam may be considered as a non-technical subteam.

5.19 IT Lead

The IT Lead shall chair and oversee a subteam called the IT Subteam.

- The IT team is responsible for the upkeep of the shop computer systems and software the team uses to design the systems of the car. The IT team also oversees

The IT Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Advancement Director.

The IT Subteam may be considered as a non-technical subteam.

5.20 Finance Lead

The Finance Lead shall chair and oversee a subteam called the Finance Subteam.

- The scope of that subteam is to process reimbursement requests, ensure sustainable cash flows for the operations of the organisation, and produce flexible budget analyses from prior periods to allocate to sub teams.
- Additionally, we have joint access to the financial accounts of the team to carry out our responsibilities in a secure and responsible manner.

The Finance Lead is authorised to conduct business on behalf of BSSR but does not have signing authority and must obtain approval for all business and expenses from the Advancement Director.

The Finance Subteam may be considered as a non-technical subteam.

5.21 Legal Lead

The Legal Lead shall chair and oversee a subteam called the Legal Subteam.

- The scope of that subteam is to take inquiries and custody over this Constitution, and enforce it, act as an impartial party within the team should the situation call it, and act as legal support at the internal, university, regional, and international level.

The Legal Lead is authorised to conduct business on behalf of BSSR but does not have signing authority.

The Legal Subteam may be considered as a non-technical subteam. However, the Legal Lead and the Legal Subteam are not subordinated under any other executive position and acts as an

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impartial adjudicator and consultant for legal matters, within BSSR and between BSSR and any outside entities.

The Legal Lead shall delegate the above tasks and authorities to a quorum of the Legal Subteam should they be unable to carry them out or face disciplinary action.

The Legal Lead position is selected through seniority. See section 8.3 for details.

Unless this is not possible, the Legal Lead will be elected from members of the Legal Subteam who have never been a Legal Lead before. However, a Legal Lead may not serve two consecutive terms. See section 8.4 for details.

5.22 Acquiring Subteam Lead Position

Subteam leadership positions are not elected for but jointly appointed by the Project Manager, Advancement Director, and Chief Engineer, following the procedure as described in section 8.4.

An exception is for the Legal Lead position, which is elected internally among Legal Subteam members but announced publicly, as described in section 8.3.

6. Advisors

6.1 Qualifications for Advisors

Any person may apply to be an advisor.

Advisors must be registered with at least one subteam when joining BSSR, and meet the requirements to be considered a member of that subteam as set out by its overseeing executive member.

6.2 Rights of Advisors

Advisors are allowed to carry out design work for the benefit of BSSR provided that said design work is under the scope of their overseeing subteam lead's scope.

Advisors are allowed to request a transfer at any time during a cycle. They shall inform their current and subsequent subteam leads when doing so. Subteam leads shall maintain a tracker of members moving between subteams, which will be kept to date annually.

Advisors are NOT allowed to run, nominate themselves for executive positions, and vote in elections and constitutional amendments.

6.3 Responsibilities of Advisors

Advisors are responsible for managing and completing work requested of them as part of their contribution to BSSR.

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This includes informing their subteam lead when they are unable to do this and, similarly, renegotiating their workload.

7. Meetings

7.1 General Meetings

General meetings are open to anyone who is a member of BSSR. General members and advisors are required to attend.

General members holding executive memberships are required to attend, or provide an alternative form of representation if they cannot.

Four general meetings shall be held in each of the Fall and Winter terms. Their times shall be announced at least one week in advance.

During general meetings, executive members shall be expected to provide a summary of their subteam/role's activities between that general meeting and the previous meeting.

7.2 Annual General Meeting

The general meeting that falls on the month of November annually is designated the Annual General Meeting.

Elections for the Project Manager, Chief Engineer, and Advancement director at the start of a new cycle shall primarily happen in this meeting, in accordance with section 8.2.

For this meeting, executive members shall be expected to provide a summary of their subteam/role's activities between then and the year before. In addition, the Advancement Director and Finance team is expected to brief BSSR on its financial standings.

8. Elections

8.1 Introduction

Every action that requires a vote or a ballot is collected in this section, as are the procedures necessary for appointments, is detailed in this section.

The Legal Subteam is responsible for carrying out votes and ballots in its entirety.

8.2 Project Manager, Chief Engineer, and Advancement Director selection process

This section is relevant in the case of a new Project Manager, Chief Engineer, and Advancement Director being chosen between cycles, or if the holders of any of the above roles resign, or is incapacitated or removed from BSSR.

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A suspension is not considered removal, and in situations where any of the three above roles are incapacitated from carrying out their responsibilities, they are replaced by members as stipulated in sections 5.5 through 5.7.

Two weeks before a general meeting is due to take place, a nomination form shall be sent out to all members. Members may nominate themselves and include any election messaging in the form. The identity of nominees will be kept confidential up to one week before the general meeting. Nominations will close 8 days prior to the meeting.

One week before the general meeting, the list of nominees and any election messaging they sent will be sent out along with the meeting notice.

During the meeting, candidates will be allowed time to elaborate on their reasons for taking up the executive position they nominated for.

Voting will be done by means of an anonymous controlled access form. Each nominee must secure more than 10 votes to qualify. Members may choose between any of the nominees who presented, or to reopen nominations. The winner of the vote is the candidate, or option, who acquires the most votes.

Voting results will be kept secret after the vote and announced to BSSR the day after the general meeting.

8.3 Legal Lead selection process

This section is relevant in the case of a new Legal Lead being chosen between years, or if Legal Lead resigns, or is incapacitated or removed from BSSR.

A suspension is not considered removal, and in situations where the Legal Lead is incapacitated from carrying out their responsibilities, they are replaced by members as stipulated in section 5.8.

The moment a Legal Lead's term expires, they are immediately replaced by a Legal Team member who has not served as Legal Lead before and has served the most years in the subteam.

Legal Lead replacements will be announced as soon as they are carried out.

8.4 Subteam Lead selection process

Subteam Leads (other than the Legal Lead) are elected via appointment. There is no ballot.

Subteam Leads (other than the Legal Lead) are jointly appointed after each new cycle via consensus among the Project Manager, Chief Engineer, and Advancement Director.

Subteam Leads will be kept confidential among the Project Manager, Chief Engineer, and Advancement Director until the subsequent general meeting during which they will be announced.

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8.5 Constitution amendment votes

This section is relevant in the case of new amendments to this Constitution are to be introduced.

Proposed constitution amendments may be submitted by any member. Constitution amendments must be approved by consensus of the Legal Subteam before being put to vote. Proposed constitutional amendments only have to be not frivolous in order to be put to a vote.

One week before any general meeting, a list of approved proposed constitutional amendments will be sent out along with the meeting notice.

During the meeting, the Legal Subteam will be allowed time to elaborate on the proposed changes. However, the Legal Subteam's stance is of neutrality; the Legal Subteam is not presumed to act in favor or against any amendment.

Voting will be done by means of an anonymous controlled access form. Amendments may be approved as a whole or in part. A two-thirds majority of those present in a general meeting is required to pass amendments. A simple majority of those present in a general meeting is required to modify the list of amendments to be voted on during a meeting.

Voting results will be kept secret after the vote and announced to BSSR the day after the general meeting.

8.6 Disciplinary votes

This section is relevant in the case where the Project Manager, Chief Engineer, Advancement Director, and Legal Lead face removal and/or suspension notices.

8.6.1 Project Manager, Chief Engineer, Advancement Director

One week before any general meeting, the details of the suspension/removal notice will be sent out along with the meeting notice.

During the meeting, the subject of the notice may argue for their removal of the notice, and the complainant or their delegate may argue for the enforcement of the notice.

Voting will be done by means of an anonymous controlled access form. For the notice to pass, the notice must be approved by a two-thirds majority of those present in the general meeting.

Voting results will be kept secret after the vote and announced to BSSR the day after the general meeting. If the notice is passed, the notice takes effect upon the announcement.

8.6.2 Legal Lead

The details of the suspension/removal notice will be sent out along with the meeting notice as soon as its validity is determined by the Legal Subteam. See section 3.4.1 and 3.4.2.

In the next Legal Subteam meeting, the subject of the notice may argue for their removal of the notice, and the complainant or their delegate may argue for the enforcement of the notice.

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Voting will be done by means of an anonymous controlled access form. Only Legal Subteam members may vote. For the notice to pass, the notice must be approved by a two-thirds majority of those present in the Legal Subteam meeting.

Voting results will be kept secret after the vote and announced to BSSR the day after the Legal Subteam meeting. If the notice is passed, the notice takes effect upon the announcement.

9. Finances

9.1 Recordkeeping

The Project Manager and Advancement Director are responsible for keeping detailed, accurate, and up-to-date records of all of BSSR's financial transactions.

Any holder of an executive position, other than the Project Manager and Advancement Director, may request BSSR's financial records dating back up to one year given one month's notice. General Members should request financial records through their subteam leads.

9.2 Nature of Organisation and Business

The signing officers of BSSR are the Project Manager and the Advancement Director, but any executive member with business representation rights in Section 5 may conduct business on behalf of BSSR.

General members and advisors are ordinarily not allowed to conduct business on behalf of BSSR.

BSSR is not a profit making organisation. Therefore, any fees or actions that inherently raise funds are only to ensure the continuity of the club and not for the enrichment of its members.

However, this does not preclude fund raising activities for the purposes of ensuring the continuity of BSSR, which can include membership fees.

BSSR will not pay salaries to its executive position holders. Compensation may only be made for reimbursements.

10. Amendments, Distribution, and Enforcement of this Constitution

10.1 Amendments to this Constitution

Amendments to this Constitution may only be made by vote during a general meeting.

A notice for an amendment to this Constitution shall be sent at least 48 hours prior to said general meeting to all members and shall contain the most current copy of this Constitution and any proposed amendments made for members' perusal.

During the general meeting, a vote will be made to approve or decline the proposed amendments to this constitution.

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General members and executive members may move to add to or remove items from any proposed amendments.

Motions to add or remove items from any proposed amendment must be approved by a simple majority vote. Motions to approve amendments and incorporate them into the body of this Constitution must be approved by a two-thirds majority vote.

10.2 Distribution of this Constitution

The current version of the constitution, along with any and all previous versions, are to be made publicly accessible by the Legal Lead to any member of the team.

Only the current version, however, shall be made accessible to all members of the public.

10.3 Enforcement of this Constitution

The BSSR Legal Subteam is tasked with upholding the constitution and all of its amendments and schedules. It may conduct enforcement actions for the sake of meeting this mandate.

All actions undertaken by the Legal Subteam will be transparent to BSSR and its members. The Legal Subteam shall recognize all BSSR members' right to freedom of information.

All enforcement decisions shall be communicated to BSSR members by email.

Appeals against any Legal Subteam actions may be lodged to the Project Manager at most two weeks after the action is announced. The Project Manager is required to decide the outcome of any appeal two weeks after an appeal is lodged.

All BSSR Members are expected to abide by this constitution.

Schedule A - Hierarchy of Roles

This hierarchy is provided as a visual aide to the chain of command structure followed in BSSR. Should any conflict arise between this Schedule and section 5 of this Constitution, the text in section 5 shall prevail.