

CONCORDIA SAE CONSTITUTION

CONSTITUTION OF THE CONCORDIA UNIVERSITY COLLEGIATE CHAPTER OF SAE INTERNATIONAL

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CONCORDIA SAE CONSTITUTION

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This Collegiate Chapter has been chartered by SAE International and is subject to the Constitution, Bylaws, Rules and Regulations of the parent Society.

1. PURPOSE

The purpose of this organization is to maintain a safe and supportive environment in which students can design and build vehicles, with the intention of competing in SAE International Collegiate Design Series competitions. The intent of the organization is to promote hands-on learning experience that compliments the academic education system, in order to better prepare students for the workforce. The society mimics a small business model, encompassing many aspects, from project flow, to teamwork, and financial management, and provides valuable insight into the engineering profession.

2. NAME

The official name of this organization shall be: “Concordia University Collegiate Chapter of SAE International”; however this organization shall be referred to more commonly as Concordia SAE. Only within Concordia University may this organization be referred to and identified as SAE.

3. MEMBERSHIP

Concordia University students, alumni, faculty and staff who are SAE International members are qualified to be members of this society.

To be allowed to participate in Concordia SAE affairs, events and Collegiate Design Series, the member must be a registered full-time or part-time Concordia University student, OR if not a registered student, must have been an Active Concordia SAE member and have participated in the Collegiate Design Series, BOTH within the previous academic year.

A member in **Good Standing** is one who contributes (or has contributed) to the benefit of the society, pays their annual membership dues to SAE International, behaves responsibly and accordingly with the [Concordia University Code of Rights and Responsibilities](#).

Active members are defined as members who are in Good Standing and are consistently involved and regularly contributing to the benefit of the society and/or a team. Active or Non-Active status is determined at the discretion of the respective Coordinators and is subject to approval of the SAE Executives. SAE Executives may themselves determine members' Active/Non-Active status as deemed necessary.

The SAE Council reserves the right to ask a Concordia SAE member to leave a team and/or the society in the event that they act to the detriment of the team and/or society. Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (membership fees are not refundable).

4. DUES

Membership fees must be paid in full annually through the SAE website by each individual.

5. OFFICERS

The term **Officer** refers to each member of the SAE Council. The SAE Council is comprised of two types of Officers: Executives (elected) and Coordinators (appointed).

The **Executives** of the SAE Council are individuals elected by majority vote as per [Section 14](#) to govern the affairs of the society.

The **Coordinators** of the SAE Council are individuals appointed by the Executives of the SAE Council as per [Section 14](#) to lead a Collegiate Design Series team.

The elected Officers of the society shall include:

- President
- Vice President
- Vice President External
- VP Finance
- VP IT
- VP Safety & Facilities
- VP Manufacturing

The appointed Officers are Coordinators and are appointed at the discretion of the Executives. All teams which compete as a part of the Collegiate Design Series must have a coordinator.

Elected and appointed Officers will serve for a term of approximately one year, as detailed in [Section 14](#). Officers may not serve as Executives of any other student society.

A single person can hold only one position on the SAE Council – as either a Coordinator OR as an Executive. This does not limit an Officer from being actively involved in other societies and teams.

Positions may be modified/created/removed as needed by the SAE Council through an amendment to the Constitution.

6. DIRECTORS

Directors may be appointed by the SAE Council for any or all Officer positions. Their purpose is to assist a specific Executive or to assist the Executive as a whole in Council duties and responsibilities. Directors can participate in SAE Council meetings. Directors may participate in the discussions but do not hold a vote and are therefore not part of the SAE Council. Directors shall be appointed by a majority vote of the SAE Council throughout the year as seen fit.

7. SAE ELECTIONS MANAGER

The SAE Elections Manager (SEM) is responsible for managing the elections process. The SEM must be a member of the faculty and must not have a conflict of interest with any current Officers or known nominees. Should an unforeseen conflict of interest arise, the SEM must cede their position. Election details can be found in [Section 14](#).

8. RESPONSIBILITIES OF EXECUTIVES

The **President** oversees and is of assistance to all Officers. The responsibilities of the President include but are not limited to:

- ensuring the overall functionality of the society
- calling and presiding over meetings of the Concordia SAE Council
- writing and sharing an agenda before each meeting and designating an Officer to take minutes
- interacting with SAE International, Concordia University faculty, Security, and the Dean of Students, among others
- attending all ECA Council meetings as the official representative of Concordia SAE and voting on behalf of the society on items that affect the undergraduate population
- acting as a liaison between the ECA and the Concordia SAE Council
- Ensure that all Executives are fulfilling their responsibilities
- Assist other executives and directors

The **Vice President** manages and oversees the Collegiate Design Series team Coordinators. The responsibilities of the Vice-President include but are not limited to:

- overseeing and assisting all Coordinators to ensure proper team management
- ensuring that team rules and guidelines are followed
- ensuring that the teams meet their deadlines and are prepared for competition
- working with faculty and staff to help ensure the continuity of procedures and documentation for future years
- assume the responsibilities of the President should they be unable to perform their duties
- Meet with coordinators on a regular basis

The **VP External** oversees the external relations of the society. The responsibilities of the VP External include but are not limited to:

- assist President with his duties if it required
- overseeing relations with the faculties and departments of the university
- overseeing relations with student bodies and student associations, may they be engineering related or not
- overseeing relations with other universities and other SAE teams

The **VP Finance** oversees the financial management of the society. The responsibilities of the VP Finance include but are not limited to:

- keeping records of the society's income and expenditures
- managing Concordia SAE budget and overseeing teams' finances and budgets
- processing expenses and reimbursement in accordance with Concordia SAE financial procedures
- producing regular financial reports for both the ECA and Concordia SAE internal record keeping
- keeping the Concordia SAE Council apprised of the society's financial status while working with the Coordinators to ensure that team budgets are properly followed
- working regularly with the treasurer of GCS/Concordia University and the ECA VP Finance regarding the Equipment Fund and Budget allocated to Concordia SAE

- working in concurrence with Business Team Coordinator to oversee sponsorship funds and to maintain a master sponsorship list

The **VP Safety and Facilities** ensures the safety of Concordia SAE members and the upkeep of Concordia SAE's facilities. The responsibilities of the VP Safety and Facilities include but are not limited to:

- acting as the liaison between the society, Environmental Health & Safety Office and the Fire Marshal
- ensuring that health and safety regulations are respected at all times
- organising safety courses for new members and recurring training for existing members - WHMIS, EDML, etc.
- ensuring the safety and functionality of the Concordia SAE vehicles and trailer and maintaining them in accordance with manufacturer's specifications and government regulations (including vehicle and fuel logs)
- ensuring the safety and functionality of Concordia SAE tools and machinery
- maintaining shower and eyewash stations on a weekly basis
- ordering safety equipment as needed
- maintaining flammable cabinets, MSDS and disposing of hazardous waste
- Sign-off on off-site testing documents, and approval of test safety officer
- Oversee on-site testing

The **VP IT** maintains the technological infrastructure of the society. The VP IT's responsibilities include but are not limited to:

- managing the concordiasae.ca domain with our domain name provider
- maintaining the Concordia SAE Server and computers
- managing user accounts and hard-drive access
- acting as a liaison between the society and AITS/IITS/Concordia University
- managing all user accounts of the domain forest.concordiasae.ca
- working with the business team to secure new software and hardware for all of Concordia SAE
- Maintaining and modernizing the entire IT infrastructure of Concordia SAE

The **VP Manufacturing** acts as both a chief manufacturing officer for Concordia SAE and a primary liaison between the EDML and SAE manufacturing. Responsibilities include but are not limited to:

- maintaining CNC usage procedures
- acquire sponsorship for cutting tools / equipment / materials directly related to manufacturing
- training members to use CNC machines
- acting as the liaison between Concordia SAE and the MIAE Engineer in Residence for manufacturing and training
- being available as a technical resource for manufacturing
- oversee ECTs (Extra Curricular Trainings) with the EDML

9. RESPONSIBILITIES OF COORDINATORS

The responsibilities of a Coordinator of an SAE Collegiate Design Team include but are not limited to:

- managing team members and team rosters
- managing the team finances
- managing tasks and delegating to members
- holding team meetings as needed to complete the project.
- training new members
- attending SAE Council meetings
- managing the team's Social Media or appointing a team member to do so
- prepping teams for presentations at events

The business team is responsible for the following:

The role of the business team will be to fulfil the former positions of Vp Marketing, Vp Social and Vp Sponsorship. Taking on the roles of producing content for all general social media platforms and the website. These responsibilities include:

1. Organizing and preparing orders for team apparel and society merchandise and ensure

- timely delivery for necessary events
2. The planning, promotion and executions of society wide events.
 3. The creation of all sponsorship packages.
 4. Help all teams with additional marketing, social and sponsorship related tasks, when the team has the resources and members to do so.
 5. Assist teams with competition tasks related to the team, this includes business / sales presentation for Baja and Formula as well as the real cost scenario for Formula, at the request of the coordinator of said other team.
 6. Ensuring that all teams have updated written/edited/printed sponsorship packages
 7. Producing and maintaining an up to date Concordia SAE General sponsorship package
 8. managing SAE General, Team and Master Sponsorship documents in concurrence with VP Finance
 9. Seeking out and maintaining sponsorship for all of Concordia SAE
 10. Being available as a point of contact for any sponsorship-related queries
 11. Ensuring sponsorship agreements are fulfilled
 12. Managing the content of all general Concordia SAE social media pages and the website, including monthly updates from each team
 13. Preparing pamphlets, stickers or merchandise in time for Frosh
 14. Assisting the teams with marketing
 15. Organizing, and overseeing events at which Concordia SAE attends (Frosh, SAE Lizard Lounge, National Engineering Week, Science Fairs, Boo-Annex, etc)
 16. Organizing outreach events, and preparing events with sponsors and/or faculty
 17. Ensuring that Concordia SAE is properly visible at Frosh/Orientation

10. INTENT AND TRACKING OF PROTOTYPES

10.1. Submission and Deadlines

At the beginning of each academic year, each team must submit a document based on the “Intent and Tracking of Prototypes” document. The deadline for the submission of that document is to be set by the Vice-President, but the latest deadline must be a week before April 16th. If a team has failed to submit said document, their team budget will not be submitted to ECA.

Subsequently, if a team is unable to meet the deadlines set by the “Intent and Tracking of Prototypes” document and send the proper deliverables, council must meet with the team coordinator and the team’s engineer-in-residence to ensure the team is able to meet their future deadlines. Council can, in this case, reallocate human resources and reassess the team's project priorities. If the team is unable to meet the deadlines due to valid reasons, this does not apply. Reasons are deemed valid at the discretion of Council members.

Initiation of the process can be done by referral to council by any council member, in which case the issue will be discussed at the next council meeting. Special meetings solely regarding such issues can be held if needed at any time.

10.2. Purchase Form Approvals

If a team is not able to meet the deadlines set in the Intent and Tracking of Prototypes document (defined, for example, in a Gantt chart attached to their Intent and Tracking document team goals submission) and have failed to submit the required deliverables, the purchase forms of the team shall be signed at the discretion of President and the Vice-President of Finance until such time that the deliverables are submitted. However, if the purchases were made before said deadline, they shall be signed. The effectiveness of a team coordinator shall be subject to review by Council if a team makes unjustified and bulk purchases near a deadline, with the intention of bypassing the purchase form freeze. If a team is unable to meet the deadlines due to valid reasons, this does not apply. This is to ensure that teams do not spend funds without having completed the proper deliverables.

11. SPECIAL TEAMS

11.1. Creation of New SAE Teams

If a member wishes to start a new Collegiate Design Series team in accordance with SAE International, they must approach the SAE Council with a proposal and a list of interested SAE members. A proposal must include a preliminary budget, project schedule and an outline of design goals. Additional information may be required to complete the proposal at the discretion of the SAE Council. Creation of the new team and appointment of the respective Coordinator is determined by majority vote of the SAE Council.

11.2. Capstone Teams

Concordia SAE Capstone projects are based on an existing partnership with the Engineer in Residence of the relevant department. Concordia SAE, the Client, is to provide a series of project proposals (a minimum of one per team) in August of every year. Capstone teams are to remain independent, both financially and in a managerial capacity. Any resource arrangement is to the discretion of the coordinator. Capstone teams are subjected to Concordia SAE's design requirements and specifications.

12. FACULTY ADVISOR

The Collegiate Chapter shall, at all times, have an official Faculty Advisor. It shall be the Faculty Advisor's responsibility to consult with the Officers of the Concordia SAE Council on matters pertaining to SAE school policies, to serve as liaison between the Collegiate Chapter and the local SAE Section, and to advise the Officers on Collegiate Chapter matters.

At the time of the last amendment of the constitution, the official faculty advisor of the Concordia Chapter of SAE International is Dr. Ashok Kaushal.

13. SAE COUNCIL MEETINGS

The Officers of the SAE Council shall hold a full Council meeting at least once a month to discuss current affairs; this schedule may be amended for the summer period. If quorum is not met, per [Section 13](#), the meeting can be rescheduled or held as is, provided the meeting is for informational purposes only.

SAE Council Meetings shall be announced no later than five days in advance. An Agenda for the upcoming meeting must be made available to the SAE Council at the time of the announcement. Minutes must be taken at each meeting in accordance with the Agenda and prepared for the following meeting, where they will be reviewed for approval.

Only Officers (Executives and Coordinators) can attend the SAE Council meetings. Directors may attend SAE Council Meetings should the Executives deem it necessary.

If there are items to be discussed, Concordia SAE members can raise them with their Coordinator or any other Officer as deemed necessary, who may then bring them to the attention of the SAE Council.

At Concordia SAE Council meetings, each Executive and each Coordinator has one vote. Note that subdivisions within design competitions, such as Aero Regular Class and Aero Micro Class or Formula Electric and Formula Combustion, can be considered as separate teams (under council's discretion) and as such, each have their own vote.

A resolution can only be passed if two thirds (2/3) of Officers in attendance are in agreement, otherwise, the issue is tabled.

Officers are required to regularly attend SAE Council meetings. In the event of an emergency, another Officer must be notified of the absence. An Officer absent from two or more SAE Council meetings without valid cause or prior notice will be subject to consideration by the SAE Council for dismissal from their position.

In the case of extenuating circumstances, if an Officer is unable to attend in person, they will still be considered present at an SAE Council Meeting if they participate via Conference Call or Voice Chat.

SAE Executive Meetings may be held, if quorum is met, in instances where the Executives must discuss team affairs.

14. QUORUM

Quorum for an SAE Council meeting consists of two-thirds of the Executives and two-thirds of the Coordinators.

Quorum for an SAE Executive Meeting consists of two thirds of the Executives.

15. ELECTIONS & APPOINTMENTS OF OFFICERS

SAE shall hold a general election for Executives of the SAE Council in the month of February and The SAE Executive Change of Power occurs before May 10st of each year. Each respective Outgoing Officer must train their respective replacement (Incoming Officer) after Elections and before the Change of Power.

15.1. Criteria to be an Officer

Undergraduate students attending Concordia University, who are SAE International student members, are qualified to be Officers provided that they are in good academic standing, in Good Standing with SAE and have been Active members in the Collegiate Chapter during the previous year.

At the time of elections or appointments, as applicable, it is required that the Officer nominees be in good academic standing with Concordia University.

Candidates for the position of President or Vice President must have at least one (1) year of experience as an Officer on the Concordia SAE Council. No individual may hold the same position in the SAE Council more than two (2) consecutive years. An Exception can be made for coordinators, where they may hold the position of coordinator of a team for up to three (3) years, given that they are the sole coordinator for a maximum of two (2) years.

Any individuals satisfying the aforementioned points may be nominated for a position in Concordia SAE Council; however, if they do not meet the above criteria their nomination will be rejected.

15.2. Election Procedures

The annual Concordia SAE nominations and elections for the Executives shall be held in the month of March and beginning April, respectively. Elections must be held through electronic means.

The elections shall be carried out by the Concordia SAE Elections Manager. The Concordia SAE Council will appoint the Concordia SAE Elections Manager at the council meeting prior to the announcement of the elections.

Concordia SAE Elections Procedures and requirements occur as follows:

1. Approval of election procedures and elections manager
 - a. At the council meeting before the announcement of elections, the council must approve the schedule of the elections and the selected elections manager
 - b. The elections schedule and contact information for the elections manager must be sent out with the official notice of SAE elections.
2. Announcement of SAE Elections (minimum 1 week)
 - a. Must be sent minimum 1 week prior to start of nomination period
2. Nominations Period (2 weeks)
 - a. Members are not allowed to nominate themselves for a position, only another member can nominate someone for a position.
 - b. Nominations may only be made by members with an up to date SAE # from SAE international
 - c. Nominees may only run for one position at a time.
 - d. When someone is nominated, the elections manager will notify them they have been nominated, and ask if they accept or decline
 - e. By accepting a nomination, the nominee agrees to have their academic standing checked by the elections manager
 - i. The notification from the elections manager to the nominee must clearly state that by accepting the nomination the nominee agrees to have their academic standing checked by the elections manager.
 - f. Team coordinators must update their team rosters before nomination period ends
3. Nomination Review and Approval (3 weeks including nomination period)
 - a. The current Concordia SAE council must approve each nomination by a simple majority vote. The election manager will share the name of the nominees and the position they have been nominated for with the council.
 - b. Nominees can be rejected for specific positions at the discretion of council
 - c. Approved nominees will be announced at the end of the approval period

- d. Concordia University staff must verify Academic Standing of nominees.
 - e. At the end of the nomination period, if only one person has been nominated, and the current Concordia SAE council has approved the nomination, then the position is automatically granted and no election for that position will be held.
4. Voting Period (1 week)
 - a. Electronic voting forms will be sent out by the elections manager to active members.
 5. Tally & Announcement of Results (48 hours)
 - a. The votes are tallied by the elections manager with the SAE Faculty Advisor acting as scrutineer.
 - b. Announcement of elections will be done by the elections manager 2 business days after the voting period has ended.

The elections schedule may be lengthened or shortened as necessary to accommodate SAE activities such as competition, however any change must be approved by SAE Council and the elections manager. The nomination period must last a minimum of one week, regardless of circumstances.

Should any Executive positions remain vacant following the election period, qualified individuals, who meet the criteria to be an officer, may be appointed for these positions throughout the year as per [Section 14.3.2](#).

15.2.1 Requirements to Vote

To be able to participate in the annual SAE elections, the voter must fulfill the following criteria:

- Registered Concordia Undergraduate student
- Registered SAE Student Member, fees paid in full
- Active member, as per [Section 3](#)

15.3. Appointment Procedures

15.3.1. Appointment of Coordinators

The appointment of Concordia SAE Coordinators for the following year (Incoming Coordinators) shall be held any time after the team's competition but no later than the month of July. Each Incoming Coordinator shall be nominated by their respective Outgoing Coordinator. Incoming Coordinators are appointed by majority vote of Outgoing Executives only.

The existence of a team one year does not guarantee its existence the following year. It is to the discretion of the Outgoing Executives to determine which teams will be active the following year and which Coordinators will lead those teams. Incoming Executives may approve new team proposals and appoint Coordinators as per [Section 10](#).

15.3.2. Appointments of Executives due to Vacant Positions

Appointments of Executives may be held for vacant Executive positions throughout the year as needed. Vacant positions exist following the Resignation or Removal from Office of an Executive, as well as by a lack of nominees for a position at the general Concordia SAE Elections.

A Concordia SAE member may nominate themselves for a vacant Executive position and present their candidature to the Concordia SAE Council, provided that they meet the *Criteria to be an Officer* as defined in [Section 14.1](#). Provided the nomination is approved, candidates must be appointed by majority vote of the Concordia SAE Council.

15.3.2.1 Special Cases

In order to ensure the operation of Concordia SAE, special cases of executive vacant positions will result in the appointment of an executive from one position to another. The following cases take precedence in order of appearance in this document. Sequential cases will not take priority over a previous case.

Case 1: If there is no President, the Vice President will be appointed President.

Case 2: If there is no VP Finance, the members of the Concordia SAE council will elect one of their members to fulfill the role. If they are unable to reach an agreement, a special election will be held to ensure that the position is filled

Case 3: If there is no president and/or no VP Finance, elections will be held for the vacant position with the only restriction being a registered member of Concordia SAE in good academic standing and in good standing. If the VP position is also vacant, it will be included in the special elections as well. The special elections should be shorter than the duration of regular elections

Case 4: If the above positions are still vacant they will be appointed randomly from the elected council executives (VPs)

16. REMOVAL FROM OFFICE & RESIGNATIONS

16.1 Removal from Office

Officers of the Society may be removed from office for misappropriation of funds, irresponsible behaviour, delinquency of duties, or the violation of this constitution.

In the case where the removal of an Officer(s) is initiated, and the required petition(s) is (are) completed, but the member deems that the Concordia SAE Council does not adequately address the situation, said member may report their concerns to the chapter's faculty advisor.

A person may not be reappointed or re-elected to the Concordia SAE Council after they have been removed.

16.2 Proposal for Removal of an Officer

A proposal for removal of an Officer can be initiated by either an Officer or an active Concordia SAE member. This proposal requires a signed petition of at least twenty (20) active Concordia SAE members with at least two signatures from each of the active teams. A petition is not required to remove a Coordinator if the removal is proposed by an Executive. Also, a written notice of the proposed removal from office must be given to the person subject to removal and to the SAE Council indicating the alleged cause for removal. The SAE Council must discuss and approve the proposal. Should the proposal be approved, a vote will occur as per the following guidelines:

If multiple officers are being proposed for removal from office, then multiple proposals are required; the contents must be as per [Section 15.2](#).

15.2.1. Removal of a Coordinator

A Coordinator may be removed from office by a two-thirds (2/3) vote of the Executives.

15.2.2. Removal of an Executive

Elected or appointed Executives may be removed from office by a two-thirds (2/3) vote of the Concordia SAE Council.

16.3 Resignations

An Officer may tender their resignation through email to the Concordia SAE Council or by announcement at a Concordia SAE Council Meeting. A recommendation for their replacement is encouraged but not required. If possible, an announcement two (2) weeks prior to resignation is preferred.

17. HARASSMENT POLICY

Each member of Concordia SAE shall be free to work and research without threat of harassment in any capacity.. Threats of any kind, unwelcome use or display of profanity, sexual harassment and insults shall not be tolerated on SAE premises. Those engaging in this type of behaviour will be asked to leave; members who repeatedly display such behaviour will no longer be considered in Good Standing and shall be asked to leave immediately and indefinitely. Any behaviour that makes another Concordia SAE member feel unsafe is also grounds for removal per the above.

Any violation of the [Concordia University Code of Rights and Responsibilities](#) can result in termination of membership of Concordia SAE (membership fees are not refundable).

18. AMENDMENTS

Motions to amend the constitution may be passed by a two third (2/3) vote of the Concordia SAE Council. An amendment may be proposed by action of the Executives and Coordinators OR by a petition signed by twenty (20) or more active society members in Good Standing. An amendment takes effect immediately once it is approved.