



Article 1 – General

Section 1.1 – Name of the Technical Society

The full name of this technical society shall be *Wind Energy Design*, which will be abbreviated as *WE Design*, hereinafter in this document referred to as *the Team*.

Section 1.2 – Purpose of the Technical Society

The purpose of this technical society is to provide students with an opportunity to develop professional skills and experience related to the engineering profession, through the designing and manufacturing of a small-scale wind turbine. Through hands-on experience, the Team aims to build up professional skills in its member students, including engineering design, project management, budgeting, report writing, and presentation skills, while promoting renewable energy.

Section 1.3 – Competitions

WE Design shall be a competition society, and as such will be designing and building a small-scale wind turbine to compete in local, national, or international competitions. The Team shall compete in competitions no less frequently than once every 2 years.

Article 2 – Governing Documents

Section 2.1 – Changes to the Constitution

The executive members, defined in Section 3.3, have the authority to make grammatical and formatting corrections to this document which do not change the spirit of the Constitution without notifying the Team members.

UMSU will be notified and provided with a current copy of the Constitution upon changes becoming valid.

Any member may suggest a change to the Constitution to an executive member. It is the responsibility of that executive member to discuss the proposed change with the rest of the executive team. If 2/3 of the executive team approves of a vote, it is the responsibility of the executive team to hold a publicized vote among every active member of the Team. The proposed change will be enacted if at least 2/3 of the group is in favour of the change.

Section 2.2 – Compliance with UMES Policies and Procedures

WE Design will follow all bylaws, policies and procedures set out by the University of Manitoba Engineering Society (UMES).



Article 3 – Team Structure

Section 3.1 – Team Divisions

A *Division* refers to a subset of the members of the Team. The Team members will be divided into the three following Divisions:

- Administrative Division
- Electrical Division
- Mechanical Division

Section 3.2 – Team Sections

A *Section* refers to a subset of the projects of the Team. The Team projects will be divided into the five following Sections:

- Controls Section
- Drivetrain Section
- Frame & Tower Section
- Power Generation Section
- Rotor Section

Section 3.3 – Executive Members

Each executive member shall act as the head of a Team Division. All executive members are equal in power, and act as signing authorities and spokespersons for the Team. Each executive member has the power to appoint various leads under them as they see fit, to fulfill desired projects, at the discretion of the other executive members. Any unfilled roles which fall under a given executive will be performed by the executive member.

The *Team Lead* is in charge of the Administrative Division. Responsibilities consist of:

- Acting as the primary spokesperson and the face of the Team, towards the University, the competition, and any outside organizations
- Overseeing the Team finances and budget, possibly appointing a Treasurer
- Overseeing the Team sponsorship, possibly appointing a Sponsorship Lead
- Overseeing the Team website, possibly appointing a Webmaster
- Overseeing the Team marketing and recruitment
- Managing any online resources and documents used by the Team, including but not limited to Google Drive, GrabCAD, and Slack
- Ensuring that the Team runs smoothly overall

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The *Electrical Lead* is in charge of the Electrical Division. Responsibilities consist of:

- Coordinating the engineering design process and manufacturing of the electrical and computer engineering projects on the wind turbine, namely those that fall under the Controls and Power Generation sections
- Determining which electrical and computer engineering projects need to be done, and appointing Project Leads to manage those projects
- Acting as head project managers of the various projects in Controls and Power Generation, ensuring that the design and manufacturing are on schedule
- Ensuring that all their members are participating in the assigned projects, learning more about the topics at hand, and enjoying their time on the team

The *Mechanical Lead* is in charge of the Mechanical Division. Responsibilities consist of:

- Coordinating the engineering design process and manufacturing of the mechanical engineering projects on the wind turbine, namely those that fall under the Drivetrain, Frame & Tower, and Rotor sections
- Determining which mechanical engineering projects need to be done, and appointing Project Leads to manage those projects
- Acting as head project managers of the various projects in Drivetrain, Frame & Tower, and Rotors, ensuring that the design and manufacturing are on schedule
- Ensuring that all their members are participating in the assigned projects, learning more about the topics at hand, and enjoying their time on the team

Section 3.4 – Non-executive Members

Each non-executive member will belong to either the Mechanical Division or the Electrical Division of the Team. If a member is willing to take on additional roles in the Team, they may join the Administrative Division as a supplement to their role in their other Division. Upon special request, a member may be part of the Administrative Division without being part of the Mechanical or Electrical Division. Members may participate in projects belonging to another Division.

A Project Lead will be a Team member acting as the project manager of a particular project. A Project Lead will be appointed to a project by the appropriate executive member, and will remain in their role until completion of the project. A member may be Project Lead of multiple projects simultaneously. Administrative Division roles, such as Treasurer and Sponsorship Lead, are considered as Project Leads, even though the project continues indefinitely.



Article 4 – Membership

Section 4.1 – Non-discrimination Policy

No individual will be denied membership due to race, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

Section 4.2 – Membership Qualifications

WE Design shall remain an open group which admits any undergraduate or graduate students from the University of Manitoba who wish to join. The Team should remain comprised of at least 2/3 undergrad students. Non-students are not eligible for membership, however, graduated students may serve as advisors.

Section 4.3 – Responsibilities of Members

Members are expected to conduct themselves and their activities in a professional and respectful manner. All members are responsible to ensure that their work performs as intended, by participating in the testing procedures. Membership fees should be paid within two months of the date on which the member joined the Team.

Section 4.4 – Voting Privileges

Every member has the right to vote in the yearly election of executive positions.

Section 4.5 – Termination of Membership

Grounds for termination include excessive absenteeism, failure to meet the qualifications or responsibilities of members as outlined in this article, displaying disrespectful behaviour, acting in a manner that decreases the reputation of the Team, the Faculty of Engineering, or the University of Manitoba as a whole, or breach of any applicable University policies.

The potential termination of any member shall be discussed by the executive team, who will discuss the severity of the member's behaviour and decide on appropriate action at their discretion. This may include discussing the behaviour with the member, issuing a verbal warning, or any other solution deemed appropriate at the time. Complete termination of a membership will include a specified period of time that must pass before the member may reapply for membership. A membership may only be terminated if every member of the executive team votes in favour of termination.



Article 5 – Executive Terms of Office

Section 5.1 – Yearly Executive Elections

Elections for all executive positions for the upcoming academic year will take place at between March and August of the current academic year, typically after the competition. The elected members will not assume office until after the competition. Any changes to the Constitution regarding executive positions, including the addition or deletion of executive positions or revisions of their duties, must be completed at least one week prior to the beginning of the nomination period. No further amendments of this sort may be made until the incoming elected executive assumes office.

Prior to the election, the Team Lead shall appoint a CRO to oversee elections. The CRO does not need to be a member of WE Design and cannot be a student who is running in the election.

The duties of the CRO are to:

- Oversee and administer the elections for WE Design
- Set the elections during an appropriate time period as seen fit
- Publicize the elections to every member of WE Design
- Inform every member of the election process at least one week prior to the nomination period or as deemed fair and appropriate
- Hear and decide on any appeals or complaints related to the elections
- Oversee and administer the counting of votes or ballots for the elections
- Announce the results of the elections and inform UMES

Voting for the upcoming year's executives will be conducted as follows:

- Nominations for the elected positions will last for three days. Candidates who wish to be nominated must inform the CRO during this period.
- The nominated candidates are allowed to campaign on behalf of themselves and any slate they represent during the campaigning period, which shall be one week in length.
- The CRO will collect a brief biography and campaign platform from each candidate and distribute them in an email to all members of WE Design.
- The results of the election will be collected and counted by the CRO who will distribute them to all candidates and WE Design members.

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Section 5.2 – Transition of the Executive

It is the responsibility of the Electrical and Mechanical Leads to pass on any physical and electronic records and documents, including but not limited to CAD models and prototypes.

When the new executive team assumes office, it is the responsibility of the departing executive members to orient the newly elected members to their jobs. This includes teaching the incoming executive about Team policies and procedures, transitioning custodianship of Team records and materials (including office and mailbox keys, locker combinations, and all passwords to all online Team accounts), and preparing the new Executive to be effective in their roles for the next year's work.

It is the responsibility of the departing Team Lead to ensure that all student requirements to UMES and UMSU, including submission of a complete annual report and the removal of all student group records and materials from the Team office and locker, have been fulfilled before the incoming executive members assumes office.

It is the responsibility of the departing Team Lead and Treasurer, if one exists, to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the Team. In addition, the outgoing Team Lead and Treasurer must arrange with their incoming counterparts for the transition of the Team bank accounts. These tasks are to be completed and their outputs delivered to the new executive team no later than the last day of August.

It is the responsibility of the incoming executive team to assume custody of all Team records and materials and accountability for all financial activities of the student group, as outlined in Article 3, and for all Team requirements to UMES and UMSU.



Article 6 – Team Meetings

Section 6.1 – Full Team Meetings

Full Team meetings will be held when necessary, at important times, up to the discretion of the executive team. All members are invited and encourage to attend, but are not required to attend. These meetings will be publicized to the whole Team. Examples of such meetings include executive elections and design reviews.

Section 6.2 – Executive Meetings

Meetings between the Team Lead, Mechanical Lead, and Electrical Lead will occur on average once per 2 weeks, or at the discretion of the executive team. Project Leads, or other non-executive members, may be invited to attend, however these meetings need not be publicized.

Section 6.3 – Project Meetings

Each Project Lead will conduct project meetings as often as they see fit. Every member assigned to the given project should be in attendance. The executive member overseeing the project may be in attendance, however their attendance is not strictly necessary. It is recommended to meet once per week, but this will be up to the discretion of the Project Lead.

A project may only have one person tasked to it, who will, by default, be the Project Lead. In this case, no project meetings are expected, but may be replaced with meetings with the appropriate Division Lead as required.