



University of Manitoba Student Chapter of
SAE International [UMSAE]
Constitution

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Definitions

1. "Open club": These clubs make up a large majority of groups on campus because their memberships are open to any undergraduate or graduate student of the University of Manitoba, so long as no less than two-thirds of the club is undergraduate students.
2. "Advisor" means the Chapter's Faculty Advisor.
3. "AWIM" means A World in Motion, an outreach program established by SAE International.
4. "Budget Meeting" means the meeting(s) at which the Chapter's budget is approved.
5. "Budget" means the budget of the Chapter as enacted by the Executive Committee and any amendments thereto.
6. "By-election" means an election for an Executive Officer that is not held as part of a General Election.
7. "Signing Authority" or "Chair" means the President of the Chapter.
8. "Chapter" means the University of Manitoba Chapter of SAE International.
9. "Constitution" means the latest approved version of the Constitution of the Chapter.
10. "Conflict of Interest" when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it—such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral.
11. "Council" consists of all Executive Officers and Directors. Also referred to as "Executive Committee". Refers to any person in power that has any duties or responsibilities to the club.
12. "Dean" means the Dean of the Faculty.
13. "Director" means any member of a Directorship.
14. "Directorship" means a subdivision of the Chapter whose purpose is to accomplish specified tasks.
15. "Donor" means a party who has given the Chapter money, goods and/or services as a charitable gift.
16. "Executive": this is a label for individuals that take up positions at the top of the club's management hierarchy. These individuals are the final decision-makers for the club's business such as Operations, Finance, Events, and Marketing. Regardless of their label internally or externally, if the position is labeled as an executive to UMSU, we will view the individual as an integral position to the club who holds responsibility and oversight. Additionally, this means a voting member of the Executive Committee elected by the Membership.
17. "Faculty" means the Price Faculty of Engineering.
18. "Signing Authority": this is a label for specific individuals who have authorization to sign cheques, contracts, or anything legally binding in relation to the club. UMSAE's signing authorities are the Chair and the Treasurer.
19. "Faculty Advisor" means the University employee appointed to the Chapter by the Dean.
20. "General Election" means an election for the elected Executive Officers held in accordance with the procedures prescribed in the Constitution.
21. "Head Director" means the leader of a Directorship.

22. "Stakeholder" or "Industry" means the global engineering industry. Stakeholders are also persons/groups who have a vested interest in the organization and can either affect or be affected by our operations and performance.
23. "May" indicates a permitted item that is optional.
24. "Member in good standing" means an individual who has gained membership in the Chapter according to the terms of the Constitution. This is the status of the member with respect to the club's internal conduct and rules whose main purpose is to civilly govern their community.
25. "Community" or "Membership" means the whole of all Members of the Chapter.
26. "Must" and "Shall" indicate a non-negotiable requirement.
27. "Officer" refers to both Executive Officers and Head Directors.
28. "PO Form" means a purchase order form.
29. "Quorum" means the required number of voting members present at a meeting for any decision to be binding.
30. "SAE International" (or simply "SAE") is a United States based, globally active professional association and standards organization for engineering professionals in various industries.
31. "Should" indicates a non-binding recommendation.
32. "Sponsor" means a party who has given the Chapter money, goods and/or services in exchange for agreed upon promotional services from the Chapter.
33. "Team" means a group of students in the Chapter working on a SAE Collegiate Design Series.
34. "Team Leader" means the leader of one of the Chapter's Teams.
35. "UMSU" means the University of Manitoba Engineering Society.
36. "UMSAE" means the University of Manitoba Chapter of SAE International.
37. "UMSU" means the University of Manitoba Students' Union.
38. "Website" means the website of the Chapter.

Section 1: Club Identity

Article 1a: Name

The name of the student club shall be University of Manitoba Student Chapter of SAE International, also known as UMSAE.

Article 1b: Purpose

University of Manitoba Student Chapter of SAE International exists to provide its members with opportunities to gain professional skill development, leadership, and experience, through support of the design and construction of vehicles for the SAE International Collegiate Design Series competitions. They will design, build and compete planes and automobiles.

Article 1c: Club Status – Open

UMSAE's Club Status is Open.

Article 1d: Membership

Membership of the club is \$100 and lasts for a full academic year, September to August. Individuals can join via sign-up form from the executive team.

Section 2: Club Executives

Article 2a: Terms of Office

The Terms of Office for all Executive Positions at UMSAE will last *for at most* one year from the first day they were officially appointed. Individuals in executive roles will be dismissed from their term in office after one year, unless they have been fairly reappointed into office again.

Article 2b: Executive Officers and Duties

1) President (Chair)

- A. Act as a signing authority for UMSAE
- B. Be the contact person for UMSU
- C. Attend Student Executive Assembly (SEA) Meetings on behalf of UMSAE
- D. Will assume responsibility for the general well-being of UMSAE and its membership and will preside over Chapter Meetings as required by the Constitution
- E. The Chair is responsible for overseeing fundraising and any required liaisons between the Chapter and the community (i.e. responsible for external affairs of the Chapter)
- F. The Chair is also responsible for ensuring that all Directors and Executive Officers are fulfilling their duties as required by this Constitution

- G. The Chair will be accountable for the overall financial viability of the Chapter, and is responsible for communication with the Treasurer, the Sponsorship Director, and the Faculty Advisor.
- H. The Chair shall be responsible for maintaining and updating all UMSAE official documentation including the Constitution and any By-Laws and/or Policies created.
- I. The Chair will also act as the tertiary signatory for all financial accounts, such that funds may be utilized if the Treasurer is absent.

2) Vice President (Vice-Chair)

- A. Act as a signing authority for UMSAE
- B. Will assume the responsibilities of the Chair should the Chair be unable to perform their duties.
- C. The Vice-Chair is also responsible for the internal business of the Chapter, including but not limited to working closely with and supporting the Safety and Equipment & Facilities Directorships.
- D. Will be responsible for resolving any internal conflicts of UMSAE, whether it be on a personnel basis or resource basis.
- E. The Vice-Chair is responsible for assisting in competition logistics where required including hotel payment, travel coordination, and any other tasks as they arise.
- F. The Vice-Chair will sit on the SAE Manitoba Board as Student Activities Representative and is responsible for all duties of that position.
- G. Will present UMSAE's interests at all UMSU Meetings and report on UMSU's activities and decisions to the UMSAE Executive Committee at the Executive Meetings.
- H. They are inherently required to attend a majority of UMSU Meetings and if in the event they are unable to attend, shall send a proxy to attend in their place.

3) Treasurer

- A. Act as a signing authority for UMSAE
- B. Will assume all financial duties for the Chapter. Financial duties include: responsibility for monitoring each Team's Budget, joint signing authority for all financial accounts including but not limited to Internal, Endowment Fund, and Design accounts, any paperwork requiring deposit or disbursement of funds must be properly submitted and processed in due course by the Treasurer.
- C. Will advise the Executive Committee of the Chapter's financial standing at all Executive Committee meetings and prepare financial report to be distributed as deemed necessary by the Executive Committee.

4) Logistician

- A. Will be responsible for the creation of the agenda for all Meetings and circulating them a minimum of two days in advance, as well as take minutes for all meetings.
- B. Will organize any function relating to membership and maintain all records for the Chapter, including but not limited to membership dues, membership lists, and contact

info. Is responsible for organization of all UMSAE documents including such as but not limited to purchase orders, team budgets, executive budgets, and meeting minutes.

- C. This role will also be responsible for aiding in the organization and coordination of volunteers for UMSAE events and functions, along with tracking member involvement in Sponsorship and Outreach engagements.

5) Sponsorship

- A. The Sponsorship Officer is responsible for the coordination of fundraising and sponsor/donor relationship management by the Members on behalf of the Chapter. These responsibilities extend to overseeing the UMSAE Sponsorship Package, coordinating any changes thereto, and seeing that all obligations to the sponsors and donors are fulfilled by UMSAE in a timely fashion.
- B. Duties related to this role include planning and/or overseeing the annual sponsorship tour, Wine and Cheese, and any other events as required by the Executive Committee and coordinating the annual Polo and t-shirt order (sent no later than one month prior to the first competition of the year).
- C. Additionally, the Sponsorship Officer leads the Sponsorship Directorship and supports the leads of the Promotions, and Web Administration Directorships.

6) Team Leader

- A. Will be responsible for the well-being and progress of the vehicle.
- B. The Team Leader is to ensure that the design and construction of the vehicle is on schedule and that team members are performing their respective tasks.
- C. The Team Leader will also report team activities and progress to the Executive Committee.
- D. Team Leaders are responsible for presenting an itemized budget detailing their respective team's financial requirements to the Executive Committee for approval at the team's annual Budget Meeting.
- E. Team Leaders are also responsible for planning and/or overseeing the team's design reviews.

Article 2c: Executive Officer Dismissal Protocol

Executive Officer(s) that fail to uphold their basic duties outlined in **Article 2b** and/or violate any Governance articles in **Section 4: Club Governance** are subjected to temporary probation for a performance review. This performance review must be started and conducted by the President and requires a clear written assessment of the officer's performance versus the minimum threshold of the duties that the officer must do as outlined in **Article 2b** and/or **Section 4: Club Governance**. Written assessment must be documented, dated, and stored in case the club is under investigation.

Criteria and reasoning for dismissal must not be discriminatory by nature and cannot be influenced by a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, written minutes with a cover letter explanation

must be documented when performing this exception. There must always be a clear record and reason for a dismissal.

If there are no written minutes, written notice, and/or the information presented in the documents are unfaithful before the dismissal, this is considered an unfair dismissal. A club that is under investigation and found to have performed an unfair dismissal(s) will be subjected to the disciplinary items in **Article 4e: Violations to Constitution**.

If an executive officer is dismissed, the club must follow **Section 3: Club Changeover** in order to follow the proper procedure(s) outlined to fill the vacant position(s).

Section 3: Club Changeover

Article 3a: Conflict of Interest

A Conflict of Interest is defined as when an entity or individual becomes unreliable because of a clash between personal interests and professional duties or responsibilities. Such a conflict occurs when an organization or person has a specific interest in the outcome and serves to gain from it —such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, and/or decision-making can be neutral.

During an election process, conflicts of interest may arise. When they do, the individual who has professional duties or responsibilities related to organizing the democratic election procedure must identify their conflict of interest and withdraw from the role for that particular election. This is to guarantee a fair democratic process. Failure to identify the conflict of interest and/or withdraw from the role will be considered a violation to the club's constitution and the club will be subjected to the disciplinary items outlined in **Article 4e: Violations to Constitution**.

Results from a Democratic Election that had a conflict of interest may be subject to be voided. A rerun of the democratic election without any conflicts of interest may begin again for the open executive position(s).

Article 3b: CRO

Prior to the election, the CRO agree to oversee the election. This ensures the election is run competently, fairly, and transparently to its members and UMSU.

To ensure the election is run fairly and transparently, the CRO must...

- Not be a person who is running in the election
- Not have any conflicts of interest with the club's management or electoral candidates. This conflict of interest is outlined in **Article 3a: Conflict of Interest**.
- Be neutral and unbiased about the club and their electoral candidates in their election through their professional duties.

If a member or members of executive team has a conflict of interest and continue to run elections with that conflict of interest, this is considered a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3c: CRO

The duties of the CRO are to:

- 1) Oversee and administer the elections for UMSAE
- 2) Publicize the elections to the membership of UMSAE
- 3) Hear and decide on any appeals or complaints related to the elections
- 4) Oversee and administer the electronic system's results for votes of the election.
- 5) Announce the results of the elections and inform UMSU of who next year's Executive will be

Article 3d: President Appointment Procedure

All UMSAE Presidential elections for the upcoming year will occur no later than March 31st on an annual basis.

Prior to the election, the CRO shall oversee the elections via the procedure outlined in **Article 3b: CRO**.

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

1. The electoral President position must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. Nominations for the elected position will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMSAE at the time of their nomination.
3. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the club's current membership e-mail list of UMSAE prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days, and will be held through a secure online voting platform. It has to be accessible to all members of the club.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and UMSAE members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3e: Council Appointment Systems

If there are open council position(s) available, positions can be appointed through a democratic election procedure..

Note that the criteria and reasoning for any aspects of the council appointment – such as application, interviews, selection, etc. – must not be discriminatory by nature and should not factor a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. Exceptions can only apply if they are legitimate factors that negatively affect performance. In that case, a cover letter explanation must be documented per exception.

If it is found that a council appointment was not appointed in good faith and the procedure was not followed, the action will be considered in violation of the constitution and the club will be subjected to **Article 4e: Violations to Constitution**.

A) Democratic Election Procedure:

All UMSAE Council elections for the upcoming year will occur no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Prior to the election, the President shall appoint a Chief Returning Officer (CRO) to oversee the elections via the procedure outlined in **Article 3b: Chief Returning Officer Appointment**

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

1. The vacant council position(s) must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. Nominations for the elected positions will last for three days. Candidates who wish to be nominated should inform the CRO during that period, and must be a member in good standing of UMSAE at the time of their nomination.
3. Each nominated candidate is allowed to campaign on behalf of themselves and any slate (or team) they are a part of during the campaigning period, which will last for at least a week.
4. The CRO will collect a brief biography and campaign platform from each candidate and distribute them all to the club's current membership e-mail list of UMSAE prior to voting. This list must be of members from the current academic year and any tampering of this list will void the election results as well as constitute as a constitution violation.
5. Voting will be open for at least two days and will be held through a secure online voting platform. It has to be accessible to all members of the club.
6. The results from the online voting platform will be collected by the CRO. These results will be sent to candidates and UMSAE members.

Any tampering of the democratic voting process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

B) Application Selection Procedure:

All UMSAE Council Positions must be filled for the upcoming year by no later than October 1st on an annual basis. Exceptions can only be made on a case-by-case basis such as an executive being dismissed.

Before advertising the vacant council position(s), the new President must appoint a Selections Committee to assist in selecting the upcoming year's Council:

- The appointment of the Selections Committee individuals must be chosen through a democratic vote from the previous year's council.
- If the Selections Committee does not consist of the new President and last year's 10 Council Members, then this procedure cannot be enacted. In total, you will have 11 members on this committee. This is considered the general standard for the Selections Committee structure.
- In the case that the Selections Committee cannot be appointed due to not fulfilling the requirements, the President must use the Democratic Election Procedure outlined above.

Appointment for the upcoming year's Council will be conducted as follows:

1. The vacant council position(s) must be posted adequately and competently advertised to the club's membership at least 2 weeks in advanced. This post must be shown through at least the club's membership email list and social media.
2. When gathering all of the applications, they all must be given a chance for an interview. Applications can be voided if the application's information is objectively not considered complete.
3. When interviewing the candidates for the vacant positions, these must be held and approached in a fair manner.
4. Documentation for each candidate's interview must take place for review and auditing purposes.
5. When interviews are over, the Selections Committee must review the documentation for each candidate's interview for the selected vacant position.
6. Selection of Candidate for the position must be agreed upon via a majority vote from the Selections Committee.
7. The offer must be presented to the first candidate of choice.
8. If the offer is not accepted, then the offer must be presented to the runner-up and it will continue until the list is exhausted.
9. If the position remains vacant, the President can choose to redo the appointment procedure in this article or remove that position entirely.
10. Once the selection process is over and the positions are filled, the new President is responsible for announcing to each candidate individually if they have gotten the position or not.

Any tampering of the process outlined here will constitute as a violation to the constitution and the club is subjected to **Article 4e: Violations to Constitution**.

Article 3f: Executive Transition Procedure

- 1) The moment when an incoming executive(s) has been officially named to be appointed into their new role, the transition procedure starts immediately. Ideally, this should be around the mid-end of the Winter Term or beginning of the Summer Term.
- 2) The departing executive(s) must prepare and transition the incoming executive(s) into their respective roles. This includes teaching the incoming executives about the student club, UMSU policies and procedures, and completing UMSU Administrative paperwork such as the annual club renewal.
- 3) The departing executives must transition all club records, offline and online accounts, bank accounts, and materials to the incoming executives in order for them to be effective in their roles.
- 4) The incoming executives are responsible for the custody of all student club records, materials, and accountability for all future financial activities of the club.
- 5) The departing President and Finance executive must bring all accounts up to date to the end of the fiscal year. They must also prepare any required financial statements of the club. The old executive signing authorities' must hand over control of the club's bank account and any related items to the new executive signing authorities.

It is imperative that signing authorities' hand over the club's bank account on a yearly basis. If the executive team fails to take the appropriate and formal steps to transfer this authority, credit scores may be negatively affected by the bank; or the club's bank account may receive other disciplinary action from the financial institution for not taking the proper steps when transitioning their bank accounts.

The reason this is important is because personal information gets attached to bank accounts. If your name remains attached to a club's bank account after you have finished your term, you may be liable for future actions you have no part in simply because your name was left as an active member of the account.

If you are unsure about your working relationship and status with the bank, please talk to your bank's appropriate representative and they should be able to provide any and all information about your club's bank account.

Section 4: Club Governance

Article 4a: Compliance with University of Manitoba Students' Union (UMSU) Policies

UMSAE will comply with the University of Manitoba Students' Union (UMSU) and follow all of its bylaws, policies, procedures, and any mandatory training workshop required. Also, UMSAE will

follow the policies and procedures found in the UMSU Student Clubs Policies and Procedures document.

These bylaws, policies, procedures, and workshops are designed with fostering a healthy safe environment in the clubs and protecting students. When a club does not follow the bylaws, policies, procedures, or workshops, then a club may be investigated. When being investigated, the club will comply with cooperating and providing the necessary documents as well as information. Any club that acts unfaithfully in the investigation process will be subjected to

Article 4e: Violations to Constitution.

If any article in the club's constitution is in direct conflict with **Article 4a: Compliance with UMSU Policies**, then **Article 4a** will take first priority and dismiss the effect of the other conflicting article. This is to ensure that clubs are compliant with UMSU policies which are designed to protect students.

Article 4b: Compliance to a Sexual Violence Prevention Workshop

To prevent sexual violence, UMSAE council agrees to attend a sexual violence prevention workshop at UMSU's discretion and direction. UMSAE's council agree to be held accountable for their community's conduct with respect to sexual violence.

At this workshop, usually hosted by Justice for Women's University of Manitoba Club, UMSAE council agrees to learn, apply, and adapt the content in the workshop towards their own club's community. If Justice for Women's University of Manitoba Club is absent, UMSU will have full discretion in determining who will host these workshops.

The completion of the workshop is required before UMSAE can be recognized as a club by UMSU. This requirement must be completed before the end of the Fall semester in the academic year. Exceptions can be made on a case-by-case basis based on Student Group Services' discretion such as timing of club renewal.

Article 4c: Compliance with University of Manitoba's Community Code of Conduct

To foster an inclusive and welcoming community, UMSAE will follow the code of conduct and behaviors expected of the University of Manitoba community outlined by the University of Manitoba Administration.

Also, UMSAE agrees to foster an environment that does not encourage STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR outlined by the University of Manitoba.

Article 4d: Amendments to Constitution

Any changes (amendments) to this constitution must first be presented and reviewed by UMSU Student Group Services to ensure they align with UMSU policy. Once approved by Student

Group Services, the constitution must then be approved by a formal vote of the entire student club membership at a publicized meeting. This meeting can be hosted in-person or virtual.

The student club membership list is generally held by the executive council and the council is responsible for communicating these constitution changes to the members. Failure to communicate these changes and failure to host a publicized meeting qualifies as a violation to the constitution.

The proposed changes must be made available to all members of the club at least two weeks before the meeting. To vote in favour of the amendment, this vote requires the support of at least two-thirds (2/3) of the members present and voting at the meeting. After the members of the club approve the constitution, a copy of the amended constitution must be submitted to UMSU to be considered officially updated.

To prevent corruption, **Section 4: Governance** and its associated articles cannot be changed (amended). These articles can only be changed if the change is mandated by UMSU explicitly in writing or the change was first proposed to UMSU by the club's council and the club has received explicit approval of the change by UMSU Student Group Services in writing.

Article 4e: Violations to Constitution

When an executive or multiple executives violate(s) the article(s) in this constitution, the following disciplinary actions will come into effect:

- 1) To avoid any conflict of interest, UMSU oversees any violations of constitutions. Every situation will be different and thus, UMSU will always have full oversight and discretion regarding what the verdict is, when the verdict takes place, and decide if disciplinary action is necessary. This is to guarantee a fair process and the well-being of students, the club, the overall campus community, and relevant stakeholders. UMSU will be responsible for explaining the violation and the possible repercussions. UMSU will also provide recommendations for how the club can move forward after the violation and consequences are settled.
- 2) To maintain equity, the severity of repercussions will depend on the weight of the constitution violation and the specifics of the situation. UMSU will act as a neutral third party in assessing the infringement and will pass down an appropriate conclusion on the matter. This will be based on precedent and UMSU bylaw parameters.
- 3) Depending on the severity of the violation, UMSAE may lose our recognition status, club funding, services, benefits, be expelled from UMSU, and/or receive repercussions from relevant stakeholders. Individual executive(s) may be dismissed from their term in office, lose benefits, lose services, expelled from the club, and/or receive personal repercussions from relevant stakeholders. Relevant stakeholders most importantly include the University of Manitoba Administration.

Please note that this is not an exhaustive list of disciplinary punishments as UMSU will have full discretion regarding the matter.

UMSAE agrees and understands the content above regarding what may happen if they violate their own constitution.