



UMSAE

**University of Manitoba Chapter of SAE
International**

CONSTITUTION

March 2024

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ARTICLE 1 DEFINITIONS

These definitions hold true for all official documents of the University of Manitoba Chapter of SAE International:

1. “Advisor” means the Chapter’s Faculty Advisor.
2. “AWIM” means A World in Motion, an outreach program established by SAE International.
3. “Budget Meeting” means the meeting(s) at which the Chapter’s budget is approved.
4. “Budget” means the budget of the Chapter as enacted by the Executive Committee and any amendments thereto.
5. “By-election” means an election for an Executive Officer that is not held as part of a General Election.
6. “Chair” means the President of the Chapter.
7. “Chapter” means the University of Manitoba Chapter of SAE International.
8. “Competition” means any SAE Collegiate Design Series competition.
9. “Constitution” means the latest approved version of the Constitution of the Chapter.
10. “Council” consists of all Executive Officers and Directors. Also referred to as “Executive Committee”.
11. “Dean” means the Dean of the Faculty.
12. “Director” means any member of a Directorship.
13. “Directorship” means a subdivision of the Chapter whose purpose is to accomplish specified tasks.
14. “Donor” means a party who has given the Chapter money, goods and/or services as a charitable gift.
15. “Executive Officer” means a voting member of the Executive Committee elected by the Membership.
16. “Faculty” means the Price Faculty of Engineering.
17. “Faculty Advisor” means the University employee appointed to the Chapter by the Dean. See [article 6](#).
18. “General Election” means an election for the elected Executive Officers held in accordance with the procedures prescribed in the Constitution.
19. “Head Director” means the leader of a Directorship.
20. “Industry” means the global engineering industry.
21. “May” indicates a permitted item that is optional.
22. “Member” means an individual who has gained membership in the Chapter according to the terms of the Constitution.
23. “Membership” means the whole of all Members of the Chapter.
24. “Must” and “Shall” indicate a non-negotiable requirement.
25. “Officer” refers to both Executive Officers and Head Directors.
26. “PO Form” means a purchase order form.
27. “Quorum” means the required number of voting members present at a meeting for any decision to be binding.
28. “Robert’s Rules of Order” means the most recent edition of Robert’s Rules of Order.
29. “SAE International” (or simply “SAE”) is a United States based, globally active professional association and standards organization for engineering professionals in various industries.
30. “Should” indicates a non-binding recommendation.
31. “Sponsor” means a party who has given the Chapter money, goods and/or services in exchange for agreed upon promotional services from the Chapter.
32. “Team” means a group of students in the Chapter working on a SAE Collegiate Design Series.
33. “Team Leader” means the leader of one of the Chapter’s Teams.
34. “UMES” means the University of Manitoba Engineering Society.
35. “UMSAE” means the University of Manitoba Chapter of SAE International.
36. “UMSU” means the University of Manitoba Students’ Union.
37. “Website” means the website of the Chapter with domain umsae.com.

ARTICLE 2 NAME OF THE CHAPTER

The name of this chapter shall be the "University of Manitoba Chapter of SAE International", hereafter referred to as UMSAE.

SECTION 2.1 IDENTITY GUIDE

UMSAE visual identity standards are outlined in the linked addendum, found [here](#). The identity guide outlines UMSAE's branding, logo's, fonts, and colours to ensure a consistent brand message and identity is being communicated.

ARTICLE 3 PURPOSE

The purpose of the Chapter is to support its membership to compete in SAE International Collegiate Design Series Competitions, and through this task, to provide its members with opportunities to gain professional skill development, leadership, and practical experience in the field of engineering.

ARTICLE 4 MEMBERSHIP

SECTION 4.1 CHAPTER MEMBERS

1. Undergraduate, and Graduate students attending the University of Manitoba are eligible to be members of this Chapter.
 - a. Students from other educational institutions in Manitoba may be members at the discretion of the Executive Committee.
2. An application process determined by the Executive Committee each year in July is to be completed by each incoming member.
3. Only University of Manitoba students can hold membership voting rights.
4. At least two thirds ($\frac{2}{3}$) of UMSAE Members must be University of Manitoba students.

SECTION 4.2 MEMBERSHIP DUES

1. Membership dues shall be set by the Executive Committee each year in August, including but not limited to fees for Polo shirts, T-shirts, lounge fees, or other applicable fees set by the Executive Committee prior to the beginning of the member registration process.
2. Members are responsible for obtaining their own SAE International memberships and must show that they have that membership by the 15th day of December each year.
 - a. The cost of an SAE International membership is set by SAE International each year.
 - b. Each member must include their SAE membership number on their UMSAE registration form. Failure to include a non-expired SAE membership number on a registration form will invalidate an application.

SECTION 4.3 MEMBERSHIP REQUIREMENTS

1. All members of UMSAE must conduct themselves in a professional manner when participating in UMSAE activities.
2. All Chapter UMSAE members must:
 - a. Be enrolled as a student in any post-secondary program.
 - b. Pay their respective membership dues to the Chapter one month after commencing activities in UMSAE or by the 31st day of October, whichever is later.
 - c. As per [4.2.2.b](#), SAE International membership fees must be paid upon application to the Chapter.
 - d. Submit all required member registration documentation set out by the Executive Council including:

- i. A Memorandum of Understanding signed by the member, thereby consenting to be bound by the terms of the Constitution, and
- ii. Completing the Member Registration Form

SECTION 4.4 DEFINITION OF A MEMBER IN GOOD STANDING

1. Members may participate in any of the following functions:
 - a. Executive/Directorship
 - b. UMSAE Member

The following sections outline the duties for each function, fulfillment of which maintains the Member in good standing.

2. UMSAE Member
 - a. Must contribute to the organization to a level deemed acceptable by their respective Team Leader(s) or Executive
 - b. Should participate in the following UMSAE events :
 - i. Sponsorship Tour
 - ii. Outreach to students, sponsors and AWIM
 - iii. Bi-annual cleanup of all UMSAE controlled areas
 - iv. Annual membership drive
 - c. Must meet minimum academic requirements laid out by the student's respective post-secondary institution
 - d. Must conduct themselves in a manner expected of a P.Eng
 - e. Must be involved in Sponsorship.
3. Executive/Directorship
 - a. Must meet all criteria listed in section [4.4.2](#).
 - b. Must fulfill officer role as outlined in sections [5.3](#) & [5.4](#) of the constitution.
 - c. Must meet the standards of Conduct outlined in Section [5.2](#).
 - d. Attend all Executive Meetings, with no more than 2 unexcused absences.
 - e. Must participate in the following UMSAE activities :
 - i. Sponsorship Tour
 - ii. Outreach to students and sponsors
 - iii. Bi-annual cleanup of all UMSAE controlled areas
 - iv. Applicable administrative duties (see sections [5.3](#) and [5.4](#))
 - v. Annual membership drive

SECTION 4.5 GROUNDS FOR EXPULSION OF A MEMBER FROM UMSAE

1. Misuse of UMSAE property and/or The Price Faculty of Engineering trailer, as defined in Article 9 of the Constitution.
2. Member is deemed to be not in good standing, as defined in [Section 4.4](#).
3. Member is deemed, by the Executive Committee, to be disruptive or damaging to the well-being of UMSAE.
4. The member has violated shop/workplace safety rules set out by the Head Safety Director and approved by the Executive Committee for which violation(s) the expulsion of the member is prescribed.
5. Repeated failure to meet minimum academic requirements. Refer to [Section 4.4.2.d](#).
 - a. If a member is removed based on academic standing and meets academic requirements after a UMSAE expulsion, they may become a UMSAE member in good standing once again through the new member registration process. This includes any relevant training, however, excludes the requirement for repaying dues already paid.

SECTION 4.6 EXPULSION OF A MEMBER

Should there be clear grounds for removing a member from UMSAE, the following steps must be taken for the final dismissal after the ground for expulsion, laid out in [Section 4.5](#), are met:

1. The Chair, the applicable head director or Team Lead will write a letter to the member on behalf of the Executive as a warning.
2. Member will have one week to respond in writing and has the right to discuss the matter with the Advisor and a “Third Party” (a Professional Engineer or an appropriate faculty member).
3. Executive Committee will debate the response, incorporating feedback from the Advisor. The Member and Third Party have the right to attend this debate, and will be given an opportunity to respond to debated points immediately following the debate.
 - a. If the member does not provide a written response within a week of being served with a letter as per [4.6.1](#), the member will be expelled by default.
4. If it is the will of the Executive Committee to move on with expulsion, a report must be written by the UMSAE Chair, stating clearly the reasons for the removal of the member. This should include all relevant facts.
5. This report is to be presented to all Officers at a regular Executive Meeting.
6. A secret ballot vote must be taken by the Executive and Directors to approve a dismissal. This requires a two-thirds majority.
7. If the member is expelled, the Chair and the Faculty Advisor will sign a letter to the Member advising of the expulsion and the reasons for doing so.
8. If a member is expelled:
 - a. If the Member is in possession of any UMSAE property, it must be returned immediately.
 - b. The Member must return any keys to UMSAE facilities.
 - c. The Member will remove all personal possessions from UMSAE.
 - d. The Member will no longer be permitted access to UMSAE facilities and those entrusted to the care of UMSAE.
 - e. If the member is currently holding a position on the Executive Committee, then the committee may vote in a nominated replacement member to fill that role for the remainder of the term.
 - f. Failure for the member to follow clauses 4.6.8.a-d requires the Chair to inform the Advisor immediately to ensure that the clauses are met.

SECTION 4.7 TEAMS

The chapter currently recognizes the following teams:

1. UMSAE Polar Air, also known as Aero
2. UMSAE Red Lion Racing, also known as Baja
3. UMSAE Polar Bear Racing, also known as Formula
4. UMSAE Polar Bear Racing Electric, also known as Electric

SECTION 4.8 REMOVAL OF RECOGNITION OF A TEAM

Either of the following conditions will result in a vote at a general meeting, for the removal of a UMSAE Team:

1. A team does not attend their Competition for three (3) years in a row.
2. A team does not elect a Team Leader for two (2) years in a row.

SECTION 4.9 RECOGNITION OF A NEW TEAM

In order for a new team to be recognized by the chapter, the following procedure must be followed:

1. The team must have attended at least one (1) SAE International Collegiate Design Series Competition under its own support
2. Secure projected funding to cover at least 75% of the projected budget for the upcoming year.
3. A team proposal must be submitted to the executive committee containing the following:
 - a. A list of at least 10 members
 - b. A budget as described in [Article 8](#)
 - c. An SAE Collegiate Design Series competition that the team will work towards
 - d. A proposed project management plan for the completion of their project
 - e. Any other justification for the recognition of the proposed team as deemed relevant by the team leader
4. The executive committee will take a minimum of seven (7) days to review the proposal
5. The proposal will be discussed in the new business section of the next available executive council meeting
6. The executive committee will vote on recognizing the new team that will pass only with a $\frac{2}{3}$ vote.
7. The proposed team will enter a probation state where the team lead will be granted a seat in the executive committee
8. The team will remain in probation until the first annual general meeting after the teams competition as outlined in their proposed timeline
9. At the annual general meeting, the new team will submit an accountability report.
10. A vote will be held to permanently recognize the new team by means of an amendment of [section 4.7](#)

ARTICLE 5 COUNCIL

SECTION 5.1 OFFICERS

The Chapter Council is made up of Members holding positions within the Executive Committee and Directorships.

1. The Executive Committee shall consist of the following Executive Officers:
 - a. Chair
 - b. Vice-Chair
 - c. Treasurer
 - d. Logistician
 - e. Sponsorship
 - f. Team Leaders, one per team listed in [Section 4.7](#)
2. The Executive Committee shall also have the following Ex-Officio members:
 - a. Faculty Advisor
 - b. Associate Advisor(s)
3. The Directorships shall include, and will be lead by a Head Director:
 - a. Promotions Director
 - b. Web Director
 - c. Safety Director
 - d. Equipment & Facilities Director
 - e. Outreach Director

SECTION 5.2 CONDUCT OF THE OFFICERS

The Officers are responsible for organizing and leading all Chapter activities, including fundraising, promotional events, and administrative duties. All Executive Committee Officers must be aware that they represent the University of Manitoba and the Executive Committee to the University and outside community. They must present themselves and conduct all activities in a professional manner.

SECTION 5.3 EXECUTIVE COMMITTEE RESPONSIBILITIES

- 1) The Chair shall:
 - a) Assume responsibility for the general well-being of UMSAE and its membership and preside over Chapter Meetings as required by the Constitution.
 - b) Have a good understanding of, and enforce as necessary, Robert's Rules of Order, at Council Meetings and General Meetings.
 - c) Oversee fundraising and any required liaisons between the Chapter and the community (i.e. external affairs of the Chapter).
 - d) Ensure that all Directors and Executive Officers are fulfilling their duties as required by this Constitution.
 - e) Be accountable for the overall financial viability of the Chapter, and communicate with the Treasurer, the Sponsorship Director, and the Faculty Advisor.
 - f) Maintain and update all UMSAE official documentation including the Constitution and any By-Laws and/or Policies created.
 - g) Act as the tertiary signatory for all financial accounts, such that funds may be utilized if the Treasurer is absent.

- 2) The Vice-Chair shall:
 - a) Assume the responsibilities of the Chair should the Chair be unable to perform their duties.
 - b) Oversee internal business of the Chapter, including but not limited to working closely with and supporting the Safety and Equipment & Facilities Directorships.
 - c) Resolve any internal conflicts of UMSAE, whether it be on a personnel basis or resource basis.
 - d) Assist in competition logistics where required including hotel payment, travel coordination, and any other tasks as they arise.
 - e) Sit on the SAE Manitoba Board as Student Activities Representative and complete all duties of that position.
 - f) Present UMSAE's interests at all UMES Meetings and report on UMES's activities and decisions to the UMSAE Executive Committee at the Executive Meetings.
 - g) Attend a majority of UMES Meetings and if in the event they are unable to attend, send a proxy to attend in their place.

- 3) The Treasurer shall:
 - a) Assume all financial duties for the Chapter.
 - b) Monitor each Team's Budget.
 - c) Hold 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.
 - d) Advise the Executive Committee of the Chapter's financial standing at all Executive Committee meetings and prepare financial reports to be distributed as deemed necessary by the Executive Committee.

- 4) The Logistician shall:
 - a) Create the agenda for all Meetings and circulate them a minimum of two days in advance, as well as take minutes for all meetings.
 - b) 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.
 - c) Organize all UMSAE documents including but not limited to purchase orders, team budgets, executive budgets, and meeting minutes.
 - d) Aid in the organization and coordination of volunteers for UMSAE events and functions, along with tracking member involvement in Sponsorship and Outreach engagements.

- 5) The Sponsorship Officer shall:
 - a) Coordinate fundraising and manage sponsor/donor relationships by the Members on behalf of the Chapter.
 - b) Oversee the UMSAE Sponsorship Package, coordinate any changes thereto, and see that all obligations to the sponsors and donors are fulfilled by UMSAE in a timely fashion.
 - c) Plan and/or oversee the annual sponsorship tour, Wine and Cheese, and any other events as required by the Executive Committee.
 - d) Coordinate the annual Polo and t-shirt order (sent no later than one month prior to the first competition of the year).
 - e) Lead the Sponsorship Directorship and support the Promotions and Web Directorships.

- 6) The Team Leaders shall:
 - a) Oversee the well-being and progress of the vehicle.
 - b) Ensure that the design and construction of the vehicle is on schedule and that team members are performing their respective tasks.
 - c) Report team activities and progress to the Executive Committee.
 - d) Present an itemized budget detailing their respective team's financial requirements to the Executive Committee for approval at the team's annual Budget Meeting.
 - e) Plan and/or oversee the team's design reviews.

SECTION 5.4 DIRECTORSHIP RESPONSIBILITIES

- 1) The Promotions Director shall:
 - a) Raise public awareness of UMSAE through the media, events, and public related communications. This includes the events such as the Technical Society Fair, UMES Senior Outreach days, and World of Wheels.
 - b) Create and distribute all Chapter newsletters and assist with the web page.
 - c) Promote UMSAE and the sponsors.

- 2) The Web Director shall
 - a) Ensure that UMSAE computing facilities are in an operational condition.
 - b) Maintain a list of software currently being used by the organization, and how the licenses were obtained.
 - c) Distribute or oversee the distribution of licenses between the teams and members.
 - d) Update the Website as required by the Executive.

- 3) The Safety Director shall:
 - a) Reinforce the safety of all UMSAE members as well as safety rules and regulations for all UMSAE facilities.
 - b) Organize procurement of safety equipment as needed with the Equipment Director and SPEB Coordinator, and ensure policies are in place for a safe work environment.
 - c) Work alongside designated team safety representatives and the Equipment Director to organize shop cleanings.
 - d) Maintain chemical inventory and ensure all required MSDSs are in the shop where the chemical is housed.

- 4) The Equipment Director shall:
 - a) Oversee the well-being of team shared UMSAE property including all tools, shop equipment such as welders, compressors, and trailers.
 - b) Organize the repair of equipment, justify upgrades, specify new equipment requirements, and organize the purchasing of shared equipment.
 - c) Work alongside each team to organize shop cleanups and investigate where new equipment is required.

- 5) The Outreach Director shall:
 - a) Organize A World in Motion (AWIM) program sessions with participating schools.
 - b) Continually work towards creating partnerships with participating schools to raise the profile of Engineering and UMSAE within the community.
 - c) Communicate with AWIM organizers, order AWIM kits through the school, schedule teaching sessions, and communicate volunteer hours to the Logistician.
 - d) Train volunteers on kits and help the Promotions Director with external promotional events.

SECTION 5.5 ELECTION OF EXECUTIVE OFFICERS & DIRECTORS

1. The election will take place annually before the end of the winter semester.
 - a. In the event that the election cannot take place in time, the Membership must email a voting link prior to the end of the winter term requesting a 30 day extension of normal Executive Committee operations
 - i. If this email cannot be sent out, or if less than one-third of members respond, or if more than one half of responses are in dissent before the end of the winter semester, the Executive Committee shall cease to function with the exception of the following core duties:
 1. Treasurer approval of POs (amendments must not be approved)
 2. Planning to hold the upcoming election.
 - ii. The Faculty Advisor is to ensure that clause [5.5.1.a.i](#) is observed.
 - iii. If the 30 day extension elapses, clauses [5.5.1.a.i.1](#) will be revoked. For clarity, no purchasing will be able to take place.
2. All nominations for an Executive Officer position will be submitted to the Faculty Advisor.
3. No officer or director should hold a single position for more than two years.
 - a. An exception to this clause are the Team Lead positions, which are governed by the respective team.
4. No person can possess more than one vote on the Executive Committee. Multiple positions may be held on the grounds that there are no volunteers at the annual elections, or until October 1 of the same year.
 - a. If the Treasurer position is not filled at the annual election, the position is to be held jointly by the Chair and Vice-Chair. Either signature is required on all POs/amendments in lieu of a dedicated Treasurer.
5. All nominated and Executive Committee officers of the Chapter must meet the minimum requirements of good academic standing as defined by the Faculty.
6. Candidates for the position of Chair must have at least one year of experience in an UMSAE Executive Committee or Directorship position.
7. The Executive Officers (with the exception of the Team Leaders) shall be elected by a majority vote by the Members in person at the AGM, or using an online platform, which will be open for two consecutive business days.
 - a. Unfilled Executive Officer positions will be put to a By-election immediately after the General Election has ended.
 - b. Members may be appointed directly to any positions that are left unfilled after a by-election by a majority vote of the newly appointed Executive Officers on behalf of the Membership. In the event of a tie, the Executive Committee may vote to break the tie.
8. Officers thus elected will normally take office July 1 or sooner (if mutually agreed upon by the incoming officer and the incumbent).
 - a. Officers elected from a delayed election (as described in [5.5.1.a](#)) will take office immediately following the election period.
9. Team Leaders shall be elected based only on votes from members of the respective team by a majority vote under the supervision of either the chair or the faculty advisor.
 - a. The vote can happen either in person or by electronic vote.
10. All nominated Team Leaders shall have been an active member of the same team in the previous year with the exception of the initiation of a new project.
 - a. Outgoing Team Leaders are encouraged to nominate their replacements.

11. The election of the Directorships will take place following the Executive Committee Officer elections. Nominations for Directorship positions must be submitted to the Executive Committee. GPA must be included in the nominations.

SECTION 5.6 PLEDGE OF AN OFFICER

Once an Officer is elected to his or her position, a pledge must be signed to finalize the recognition of the Officer. This pledge will state that the elected Officer intends to fulfill his or her obligation and responsibilities to the fullest extent and upon failure to do so, the officer will resign on his or her own volition. Such responsibilities shall also include upholding UMSAE constitutional GPA requirements throughout the academic year. It is also to be understood that an Officer will be assisted by other Officers if the Officer is having difficulties.

SECTION 5.7 GROUNDS FOR THE REMOVAL OF AN OFFICER

1. An Officer will be removed from office and may be expelled as a Member if he / she:
 - a. Had misrepresented his or her credentials during the election and term in office.
 - b. Is unable to fulfill his or her obligations and responsibilities.
 - c. Has acted in an unprofessional manner - this case will be held in confidence in the Advisor's Office
 - d. Is having academic difficulties - after attempts have been made to assist this Officer, or
 - e. Has abused his or her authority.

SECTION 5.8 REMOVAL OF AN OFFICER

1. Should there be clear grounds for relieving an Officer solely from their position, the steps outlined in [Section 4.6](#) must be taken for the dismissal.
2. Should an Executive Officer be dismissed or resign from his or her position, the Executive Committee is free to hold elections for the position. If a Directorship Officer is removed, applications for the position will be taken. Should a Team Leader be dismissed, the Faculty Advisor shall immediately appoint an interim team leader until the respective team determines a new permanent Team Leader.

ARTICLE 6 FACULTY ADVISOR

SECTION 6.1 APPOINTMENT

1. The Faculty Advisor shall be appointed by the Dean, and a member of the Faculty.
2. The Branch will, at all times, have a Faculty Advisor.

SECTION 6.2 RESPONSIBILITIES

The duties of the Faculty Advisor are as follows:

1. Consult with the Executive Committee Officers on all matters pertaining to SAE International, Chapter policies, and the Price Faculty of Engineering as required.
2. The Faculty Advisor has joint signing authority on all financial accounts maintained by the Executive Committee Treasurer.

ARTICLE 7 MEETINGS

SECTION 7.1 COUNCIL MEETINGS

1. Will normally be held every second week.
2. May be rescheduled or cancelled by the following steps:
 - a. A request for rescheduling or cancellation at least three (3) days prior to the meeting by an Executive Committee member AND

- b. A vote whether cancellation is agreeable to all Executives, with over one-third ($\frac{1}{3}$) of the Executive Committee agreeing to cancel or reschedule. Vote shall be made using email or by online poll overseen by the Logistician.
3. The invitees are:
 - a. Faculty Advisor
 - b. Executive Officers
 - c. Head Directors
 - d. Team Leaders
4. Any Member may attend, with the exception of a meeting when the removal of an Officer or Member is being considered.
5. All UMSAE matters that require a vote will be done so at these meetings, with the following exceptions:
 - a. An amendment to the budget may be called for by a member of the executive committee with the permission of the Treasurer and the vote to approve/reject the amendment may be taken outside of a regular Executive Council meeting as specified by Section 8.1.
 - b. If approved by the Faculty Advisor, an emergency vote may be called by any Executive Officer and may be taken outside of a regular Executive Council meeting.
6. All Executive Officers and the Faculty Advisor are voting members, with the exception of multiple Team Leads from a single Team, of which only one (1) Team Lead has voting rights.
 - a. The Chair only votes in the case of a tie, at which point they will be the deciding vote.
7. A proxy may vote on behalf of an absent Executive Officer or Faculty Advisor. The absentee must notify the Executive of their regrets before the meeting takes place.
8. At least two-thirds ($\frac{2}{3}$) voting members must be present at the meeting for a quorum.
9. If the Executive Committee feels that a vote on a particular issue requires more input then the vote can be taken to a General Meeting (but the decision to defer to a vote at a General Meeting must be the result of a majority vote of the Executive Committee).
10. To carry out a vote:
 - a. An attending Member must put forward a motion
 - b. This motion must be seconded by another attending Member
 - c. The Chair will invite questions, clarifications and/or discussion
 - d. Call the question
 - e. Vote
11. Notwithstanding, any member may move that the vote be taken by secret ballot, and counted by any two non-voting members.
12. The steps in clause [7.1.10](#) must take place before the conclusion of the Executive Meeting, unless a vote is called to defer the motor. Deferral votes require two-thirds of attending voting members to be in favor, in order to pass.
13. A motion is passed with a majority vote, and must be recorded in the meeting minutes.
14. The Agenda of the Officer Meetings will include;
 - a. Call to Order
 - b. Approval of Agenda
 - c. Approval of Previous Meeting Minutes
 - d. Treasurer Report
 - e. Sponsorship Report
 - f. Old Business
 - g. New Business
 - h. Events
15. Unless contradicted by the Constitution, Council Meetings will follow Robert's Rules of Order as necessary.

SECTION 7.2 ANNUAL GENERAL MEETING

1. The UMSAE Annual General Meeting will take place during the second term of the Regular Session, prior to the General Election.
2. Additional General Meetings may be called by the Chair, Faculty Advisor or at the petition of any 25 Members.

3. All Executive Officers will present an accountability report.
4. Notification of the Annual General Meeting date, time and location must be made available to Chapter Members a minimum of one (1) week prior to the meeting.
5. Minutes shall be taken.
6. To carry out a vote:
 - a. An attending Member must put forward a motion
 - b. This motion must be seconded by another attending Member
 - c. The Chair will invite questions, clarifications and/or discussion
 - d. Call the question
 - e. Vote
7. The motion is passed with a (2/3) majority vote, and must be recorded in the meeting minutes.
8. If the Logistician does not schedule the meeting prior to 4 weeks before the end of the Winter term, the responsibility will be upheld by the Chair of Vice-Chair. If the meeting is still not scheduled 3 weeks before the end of the Winter Term, the Faculty Advisor will schedule the meeting as soon as practicable.
9. Unless contradicted by the Constitution, General Meetings will follow Robert's Rules of Order as necessary.

ARTICLE 8 BUDGET

SECTION 8.1 CREATION AND ENACTMENT

1. Each Executive Officer, Head Director, and Team Lead is responsible for submitting budget proposals as an excel spreadsheet via email to the Treasurer at least seven (7) days prior to the scheduled date of the corresponding Budget Meeting. Budget proposals should be circulated by the Treasurer to all Members at least six (6) days prior to the corresponding Budget Meeting(s).
2. The Budget Meeting(s) will be held as (an) Executive Meeting(s).
3. The general budget shall be duly itemized to the satisfaction of the Executive Council. Suppliers (or a link to a supplier's website) are to be specified in the general budget for costing purposes, however it is not binding to use said supplier when making the purchase.
4. The approval of the budget and any amendments thereto requires two-thirds (2/3) majority vote.
5. Budget amendments will be voted on at the next executive Committee Meeting and must be submitted to the Executive Committee prior to the start of the meeting.
6. A definite sum of money must be specified in any amendment to the budget.
7. Budget amendments with a net change of \$50 or less do not need to be voted on by the Executive and can be approved by the Treasurer at any time.
8. Budget amendments with a net change of \$500 or less may be voted on outside of a regular Council Meeting, at any time (i.e. E-mail). If a majority of Executives vote 'Abstain', the amendment will be discussed at the next Council Meeting.
9. Budgets proposals shall not be required to be submitted to the Treasurer more than seven (7) days prior to the scheduled date of the corresponding Budget Meeting.
10. Each Team Lead shall submit one budget proposal each year. This budget should include a sheet labeled "Summer" which will include items such as Competition Registration fees, and costs associated with new member recruitment. The budget will be voted into effect during the months of October and November.

SECTION 8.2 OPERATION

1. All expenditures are required to be authorized by an approved PO Form.
2. In order to be approved the PO must be completed and include the signatures of:
 - a. The corresponding Team Leader
 - b. The Treasurer
 - c. The Faculty Advisor
3. Each Team Leader will be allowed a discretionary budget line for urgent, non-budgeted, expenses. The total allotment for the discretionary fund will be a minimum of \$500 or 2% of the team's budget, whichever is larger. There will be no reimbursement for expenditures totaling more than the approved limit.

ARTICLE 9 PROPER USE OF UMSAE PROPERTY

Property of UMSAE is defined as any property purchased with UMSAE funds or donated to the Chapter. UMSAE property includes rooms entrusted to the care of UMSAE (includes Rooms E1-589, E2-668, SP-224 through SP-236, and includes any future space that may be granted to UMSAE). Other items such as The Price Faculty of Engineering trailer are also included. Any violation of the following rules for the appropriate use of UMSAE property is grounds for expulsion from UMSAE.

SECTION 9.1 PROPERTY IN GENERAL

1. UMSAE property is intended to be used for UMSAE activities only.
2. Any property damaged/lost must be replaced at the expense of the Member who damaged/lost the property, if used in a manner deemed inappropriate by the Equipment and Safety Directors.
3. Use of UMSAE property other than that listed above must be approved by the Chair and one other member of the Executive Council.
4. Breach of the above rules is grounds for expulsion from UMSAE

SECTION 9.2 PRICE FACULTY OF ENGINEERING TRAILER

The Price Faculty of Engineering trailer is to be used ONLY for UMSAE purposes. In order for a team to use the Price Faculty of Engineering Trailer, the following procedure must be followed:

1. Notifying the Faculty Advisor or the Equipment Director of:
 - a. Time of pickup
 - b. Planned return time
 - c. Actual return time
 - d. Purpose of use
 - e. Notes on usage
2. The individual must obtain the trailer keys and insurance documents from the Faculty Advisor
3. The Member must clean the trailer prior to returning it to the designated parking area
4. The keys and insurance documents must be returned to the Faculty Advisor at the earliest possible opportunity after returning the trailer.

ARTICLE 10 QUORUM

SECTION 10.1 GENERAL MEETINGS

1. Quorum for a General Meeting requires the following:
 - a. At least 40 Members.
 - b. At least two-thirds (2/3) of the Executive Committee
 - c. At least five (5) representatives from each Team.

SECTION 10.2 OFFICER MEETINGS

1. A quorum for an Officer Meeting requires the following:
 - a. At least two-thirds (2/3) of the Executive Committee.
 - b. At least one (1) representative from each Team.

ARTICLE 11 COMPETITION

All competition teams are allowed to attend one fully funded competition by UMSAE. This includes hotels, rental vehicles, tow vehicle as required, and registration costs. Member's meals and other expenses will not be covered. All other competitions attended by a team must be funded by the attending UMSAE members. Only UMSAE members qualify to travel to any competition attended by a team.

SECTION 11.1 DELEGATE FEES

Every member attending a UMSAE funded competition must pay a delegate fee to the Chapter to help subsidize travel expenses. The monetary value of this fee is to be decided by the individual Team Leaders and be confirmed or rejected by the Executive during the budget process. Members able to demonstrate financial need will be eligible to have their delegate fees subsidized, pending approval by the Executive Committee. Regardless of method of travel, every member attending competition must pay the fee. This includes members not traveling with the team such as a flight or driving their own vehicle. These fees are collected by the Team Leader(s) approximately two (2) weeks before departure to the competition and submitted to the Chair or Treasurer.

SECTION 11.2 COMPETITION READINESS EVALUATION

I. Design Review

All UMSAE sponsored teams shall host a thorough design review to be scheduled no later than four months prior to their respective competition.

It is the responsibility of the team leader to contact the faculty advisor at least a week prior to a proposed review date to allow for arrangements such as time and location. Should a team be attending two competitions in one calendar year, all dates are referenced from the first competition the team is registered to attend.

Evaluation of the completeness of the designs and the design process shall be made by a committee consisting of the faculty advisor and invited faculty members. Failure to provide an adequate attempt at functional designs may result in the team's withdrawal from attending their competition based on the recommendations of the committee members but remains at the discretion of the faculty advisor.

Immediately after the first design review, the committee will meet with the team leader and discuss areas that need to be improved in addition to areas that are satisfactory. Should the first design review be deemed insufficient at that time, the team must host an updated design review within three weeks for further consideration.

If a team does not show adequate improvement at the second design review, it will be the decision of the faculty advisor to deem the team fit/unfit to attend the particular competition(s).

Competition Review

All UMSAE sponsored teams shall host a thorough competition review to be scheduled no later than 30 days prior to their respective competition departure date.

It is the responsibility of the team leader to contact the faculty advisor at least a week prior to a proposed review date to allow for arrangements such as time and location. Should a team be attending two competitions in one calendar year, these dates are referenced from the first competition the team is registered to attend.

The competition review should present substantially complete materials and presentation for the design event, sales presentation, cost report, and any other event preparation documents. The current progress of the vehicle should be presented alongside a summary of the remaining work to be completed by the team.

Evaluation of the completeness of these criteria shall be made by a committee consisting of the faculty advisor and invited faculty members. Failure to provide adequate design and sales presentations and demonstrate the vehicle readiness may result in the team's withdrawal from attending their competition based on the recommendations of the committee members but remains at the discretion of the faculty advisor.

Immediately after the first competition review, the committee will meet with the team leader and discuss areas that need to be improved in addition to areas that are satisfactory. Should the first competition review be deemed insufficient, the team host an updated competition review, no later than 2 weeks prior to competition departure date, where, in addition to the previous requirements, the team must demonstrate a tech compliant functional vehicle able to move, steer and stop under its own power through normal operation of controls to be used during dynamic events

at the competition.

If a team does not show necessary improvement at the second competition review, it will be the decision of the faculty advisor to deem the team unfit to attend the particular competition.

ARTICLE 12 GENERAL RULES

Violations of the following rules constitute unprofessional behavior and may be grounds for expulsion:

1. All offices and lab space is to be used for the UMSAE activities only except that UMSAE Members may use them for studying, resting, and eating as required
2. The computers, printers, plotters, and copier shall be used for UMSAE business only. There shall be no "personal" space on any of the computers.
3. No explicit or pornographic content in UMSAE Facilities. This includes but is not limited to pictures, magazines, videos, calendars, or mugs.
4. No Members, including Executive Officers, shall be allowed to store personal items in any UMSAE designated areas for excess periods of time.
5. All offices and lab space must be kept as tidy as possible. All Members are responsible for keeping the UMSAE spaces clean and tidy at all times.
6. Flammable material, food and other volatile or perishable items shall be stored in accordance with University rules and/or hygienic practices.
7. Keys for lounge spaces shall be held by designated Members only.
8. The designation of who shall have keys will be made by the Executive Committee.
9. A personal injury waiver must be signed by all members when joining UMSAE. This waiver will relieve The University of Manitoba and UMSAE of the responsibility for any injury resulting from participating in any UMSAE events (eg. driving the vehicles) and operating the University of Manitoba and UMSAE equipment.

ARTICLE 13 CONSTITUTION REVIEW, ENACTMENT AND AMENDMENT

1. The following steps are suggested to begin the process of Constitution review and amendment:
 - a. Constitution is not to be edited until a review is invoked in New Business items at an Executive Meeting proceeding the election period. Review meeting is scheduled at Executive Meeting.
 - b. Prior to the constitution review meeting, all members have the opportunity to suggest changes to the existing document; this process should be initiated by the Executive Committee so that the members are aware of the revision period.
 - c. During the constitution review meeting, suggest changes are discussed.
 - d. Final amendments and revisions to the constitution are to be voted on at the General Meeting, with changes accepted, rejected, or accepted with amendment.
2. This constitution shall immediately become valid provided a motion to accept it has received by a two-thirds ($\frac{2}{3}$) majority vote of Members at a General Meeting.
3. An amendment may be proposed by action of the Executive Committee or by petition signed by ten or more Members in Good Standing.
 - a. Proposed amendments require a General Meeting in order to be accepted, rejected, or accepted with amendment.
4. The most recent signed version of the Constitution shall be publicly accessible via the Website at all times.
 - a. Upon an amendment of the Constitution, the most recent version shall be publicly accessible within seven (7) days of approval.

ARTICLE 14 APPEALS

Appeals to any Executive ruling may be made to the Faculty Advisor and a third party (a Professional Engineer or an appropriate faculty member) in writing within one week of a ruling taking effect. The third party shall be mutually agreed upon by the Executive Committee, Faculty Advisor and the appealing member. In this case the Faculty Advisor, in consultation with the Third Party, will have final say.

We hereby testify this Constitution was approved by a two-thirds (2/3) majority of Members in a General Meeting.

March 27th, 2023

Paul Labossiere, P.Eng.

UMSAE Faculty Advisor

Brett Stevens

UMSAE Chair