

Constitution of Electric Vehicle Motorsports Club

Miami University - Oxford, OH
Constitution and Bylaws
November 2020

*****SAMPLE*****

Article I: Name

The name of this organization shall be Electric Vehicle Motorsports Club (EVMC)

Article II: Purpose

The purpose of this club shall be:

- a. To provide students and faculty with learning opportunities such as, but not limited to engineering design, technical skills, and competitive and noncompetitive safe driving techniques.
- b. To encourage the appreciation and safe operation of motorcycles
- c. To foster a mutual appreciation for the sport and to create a professional environment in which members can interact and network with one another and alumni.

Article III: Membership

- a. All Miami University undergraduate and graduate students are eligible for membership.
- b. In order to maintain full membership status, all members must pay all required fees and dues as well as attend mandatory organizational meetings.

Article IV: Non-discrimination and Anti-hazing

- a. Electric Vehicle Motorsports Club does not discriminate on the basis of sex, ethnicity, race, religion, disability, age, sexual orientation or veteran status.
- b. Hazing is strictly prohibited and will not be tolerated as outlined by Miami University policy (06X.101.C) and state law.

Article V: Meetings

- a. Executive members shall call mandatory organizational meetings if necessary.
- b. Any mandatory organizational meeting will be announced at least one week prior, and all active members must be present or inform an executive board member of their absence prior to the start of the meeting.
- c. All mandatory meetings will be led by a member of the executive board.
- d. Attendance is not mandatory at weekly meetings, but is highly encouraged; the locations of such meetings shall be announced prior to the meeting.

Article VI: Executive Board

- a. The Executive Board is structured as follows.
 - i. President
 - ii. Treasurer
 - iii. Vice President
- b. All executive officers must remain in good standing with Miami University, be enrolled full-time and maintain at least a 2.0 cumulative GPA.
- c. There is no term limit for any executive officer position if the position is approved by club members. Typically, a position will start and end with the academic year.
- d. Vacancies on the board shall be filled by appointment or by election stated in bylaw.

Article VII: Divisions

Divisions shall be made based on the needs of the club and its members as they arise.

Article VIII: Advisors

There shall be at least one full time Miami University faculty, staff, or graduate student advisor who shall serve as an advisor to the club organization.

Article IX: Ratification

- a. All members will be granted access to a copy of the constitution for their review.
- b. A special meeting may be called to discuss issues and concerns with the constitution.
- c. A three-fourths majority vote must be obtained in order to enact the constitution.

Article X: Amendments to the Constitution

- a. At the end of each organizational meeting, the floor will be open to discussion regarding the constitution and its bylaws.

- b. Any issues, concerns or questions will be addressed by the executive board and/or the advisors.
- c. Executive members will schedule an organizational meeting following soon after any amendments are proposed.
- d. Active members will vote on the proposed amendments.
- e. A three-fourth majority vote must be obtained in order to approve any constitutional amendment.

Club Bylaws

Article I: Membership

- a. Member dues are to be determined by executive members at the start of the semester/school year. Dues may be paid at any point, but must be paid prior to attending any funded events or utilizing club discounts with sponsors.
- b. Activity fees are to be determined by the executive board, and are to be paid prior to the announced due date prior to the activity.
- c. Club members must have a valid, state-issued driver's license or equivalent legal driving permit to participate in any activity involving the operation of a motor vehicle. Members who do not hold a valid permit may still attend club sponsored events and meetings as applicable law permits.
- d. Members are expected to participate in fundraising and other club activities.
- e. Any and all financial obligations related to Electric Vehicle Motorsports Club outside of explicitly allocated student government funds shall be disbursed equally amongst active members.
- f. Local Community members, and alumni who do not have affiliation with Miami University may attend club meetings and club events for fees determined by the executive board.

Article II: Duties of Executive Board

- a. President: Presides over all organizational and executive board meetings. Coordinates group activities, club functions and delegates additional administrative tasks and responsibilities to executive board members.
- b. Treasurer: Responsible for the acquisition and specific allocation of club funds. Serves as primary liaison between Associated Student Government and Electric Vehicle Motorsports Club. Communicates with event organizers or parts suppliers and handles all monetary transactions relating to club functions, member dues and debt payments.

- c. Vice President: Assists the President in overseeing and coordinating club functions. VP is responsible for club outreach and partnering with companies for potential sponsorship.
- d. The executive board retains the right to appoint various representatives to oversee regular club activity as they see fit, including, but not limited to, Autocross Chair, Club Photographer, Webmaster, Event Planner and Social Chair. The power to appoint and dissolve these positions is vested in the elected officers.

Article III: Vacancy of the Executive Board

- a. The procedures for filling executive officer vacancies are as follows.
- b. In the event that the President is no longer able to fulfill his/her duties for the term, the Treasurer will assume the role of club President.
- c. In the event of an executive officer vacancy, remaining executive board members shall appoint to fill the position. A organizational meeting will be scheduled in order to facilitate approval of the appointment by majority of attending active members.
- d. Should appointed position were not approved, election will be called following procedure stated in bylaw Article VI Section (d) - (g).

Article IV: Appointment and Election of the Executive Board

- a. The second to the last meeting of the year, in April, shall be an organizational meeting to approve new executive board members for the following academic year.
- b. At the meeting stated in Bylaw Article VI Section (a), the active officers will nominate the next executive board members. Followed by voting for approval of the new executive board by majority of active members present at the meeting.
- c. Should any of the appointed executive positions not be approved, the active president will call for an election of the position.
- d. Active club members shall nominate themselves or any other active members for an executive board position.
- e. The active president will schedule a last meeting to have election for the officer position.
- f. Nominees may present their goals and objectives to members at the final meeting of the year. Elections will take place immediately following the nominees' address to the club.
- g. Should an election result in a tie, a runoff will take place. All members will vote for the remaining nominees.

Article V: Removal and Discipline of Officers

- a. Removal or discipline of an officer will be based upon judgment of the board of executive officers and advisors. If a majority vote of the executive board and advisors finds that said elected officer is unable to fulfill his/her obligations or has failed to

perform the duties outlined in the Club Bylaws Article II, then such officer may be removed from their elected position.

- b. Disciplinary actions taken against negligent officers range from temporary suspension to permanent removal from the organization and are voted on by the remaining members of the board.
- c. Repeated negligence that results in more than one review by the executive board will result in a hearing. The officer in question will be given the opportunity to make his/her argument. Afterwards, the board will meet to discuss appropriate disciplinary actions and decide whether to remove the officer from their elected position.
- d. An appointment and/or election will be held soon thereafter to determine a new officer.

Article VI: Suspension or Removal of Members

Any violations of applicable law will result in repercussions. These offenses will be kept on record permanently through membership and will not be erased after a period of time. Time between offenses may be taken into account during a hearing. Offenses will not be reset after suspension.

- a. First time offense by a club member results in either a verbal or electronic message warning from club executives. If there is a verbal warning, a written warning will also be sent electronically as a follow up, restating the warning that was said to the member verbally. Electronic messages include but are not limited to email, text messages, iMessages, and Facebook Messages.
- b. Second time offense by a club member will result in a formal hearing with the club executive officers and advisors. This hearing will allow the club member to state his/her case to the executive board. Should the club member be found guilty of their actions, the club member will be put onto probation.
- c. Third time offense by a club member will result in another hearing with the club executives and advisors. This hearing will allow the club member to state his/her case to the executive board. Should the club member be found guilty of their actions, the club member is subject to a minimum of 1 semester suspension from all club activities.
- d. Any violation following the third time offense will result in another formal hearing and suspension from the club at the board's discretion.

Article VII: Advisors

- a. Advisors shall be chosen by the President in accordance with Miami University policy based on their knowledge and experience in motorsports or the automotive industry in general.
- b. The advisors must have an understanding of general club activities and organizational proceedings

c. Duties of the advisors include, but are not limited to:

- Ensuring that executive officers are performing their duties appropriately and Responsibly.
- Performing reviews of the budget and expenditures.
- Reviewing and approving all coordinated travel plans (at least one week prior to departure).
- Familiarizing themselves with organizational bylaws and the constitution.
- Assisting club members in miscellaneous organizational and/or collegiate matters.
- Assisting in the furthered development of organizational/academic goals and objectives.
- Maintaining a presence within the organization by attending scheduled meetings.
- Abiding by all outlined University Policy Procedures and Guidelines.
- Familiarizing themselves with the Student Organization Advisor Handbook provided them of the Office of Student Organizations.
- Signing the Advisor Agreement.

Article VIII: Funds and Expenditures

- a. The appropriate allocation of club funds, including member dues and Associated Student Government allowances, is to be determined by the executive board.
- b. Expenses may include, but are not limited to:
 - i. Motorcycle parts
 - ii. Safety equipment
 - iii. Miscellaneous event fees (including entry)
 - iv. Promotional materials
 - v. Travel and lodging as it pertains to sanctioned events
- c. Funding will be acquired by the following means:
 - i. Associated Student Government (ASG) allocation
 - ii. Member dues
 - iii. Club sponsors/partners
 - iv. Fundraising events
 - v. Donations

Article IX: Affiliation and Rules

Electric Vehicle Motorsports Club members will abide by all rules and guidelines set forth by event administrators as they pertain to sanctioned events and activities throughout the semester. This includes, but is not limited to:

- Track days
- Lodging and travel accommodations

Article X: Ratification

- a. All members will be granted access to a copy of the bylaw for their review.
- b. A special meeting may be called to discuss issues and concerns with the bylaw.
- c. A two-third majority vote must be obtained in order to enact the bylaw.

Article XI: Amendments to the Constitution

- a. At the end of each organizational meeting, the floor will be open to discussion regarding the constitution and its bylaws.
- b. Any issues, concerns or questions will be addressed by the executive board and/or the advisors.
- c. Executive members will announce an organizational meeting following soon thereafter amendments are proposed.
- d. Active members will vote on the proposed amendments.
- e. A two-third majority vote must be obtained in order to approve any bylaw amendment.