CONSTITUTION OF THE
RUTGERS FORMULA RACING
COLLEGIATE CHAPTER OF SAE INTERNATIONAL

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

I. PURPOSE

The purpose of this organization is to provide its members opportunities to gain broader insight into the engineering profession by sponsoring meetings which will bring practicing engineers to the campus, arranging field trips to research and engineering establishments, sponsoring student projects of engineering interest, and participating in local SAE Section activities. It shall also be the purpose of this organization to encourage good fellowship among engineering students and their teachers.

Furthermore, it is the focus of this society to commit to the following:

- To build a competitive racecar that lies within the rules dictated by the Formula Society of Automotive Engineers (FSAE) rules committee and to compete in the annual Formula SAE competition, sponsored by the Society of Automotive Engineers.
- Extend education beyond the typical classroom format.
- Provide a learning environment where all are able to express their thoughts and ideas and encourages the education of those involved.
- Development of members into good employees and encourage thinking for themselves.
- Provide an environment where new ideas can be synthesized with old concepts.
- Maintain professionalism in dealings with others; both within and outside of the organization.
- Encourage academic success of members.
- Represent the Rutgers University pride and tradition in academic excellence. Continue to preserve the level of quality and achievement set forth by the club’s predecessors.
- Develop working relationships with those in various industries in order to encourage potential employment of our members.
- This organization shall abide by all applicable laws of the State of New Jersey and the United States.
- This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Student Activities Office, Deans, and Dean of students where chartered. This organization shall also abide by the rules and regulations of the Board of Governors, the University, and the Colleges as provided by the Board of Governors and the Deans of the Colleges.
II. NAME

The name of this organization shall be RUTGERS FORMULA RACING, Collegiate Chapter of SAE International.

III. MEMBERSHIP

Students, of any academic level attending Rutgers, The State University of New Jersey, who are SAE student members or SAE members are qualified to become members of this organization. Membership shall be open to all students and must comply with federal laws prohibiting discrimination on the basis of race, sex, handicap, age, sexual orientation, or political and religious affiliation.

IV. OFFICERS

The elective officers of the organization shall be:
- President
- Team Leader

The appointed officers of the organization shall be:
- Vice President
- Secretary
- Treasurer
- EGC Representative

Subsidiary Team Leaders:
- Suspension, Chassis, Engine,
- Aerodynamics, Controls, Electronics

Senior members of the society from the previous year nominate the President and Team Leader based on their demonstration of leadership and hard work over the course of their time as a member. The elected President and Team Leader select the remaining officers based on the same criteria. Upon nomination, the nominee has two weeks to affirm his/her nomination. If the nomination is refused, the senior members will choose the next most qualified person. All officers must have at least one year of experience within the organization.

V. FACULTY ADVISOR

The Collegiate Chapter shall, at all times, have an official Faculty Advisor. It shall be the Faculty Advisor’s responsibility to consult with the Collegiate Chapter officers on matters pertaining to SAE and school policies, to serve as liaison between the Collegiate Chapter, the Society and the local SAE Section, and to advise the officers on Collegiate Chapter matters.
VI. OFFICERS RESPONSIBILITIES

The President shall call and preside over Collegiate Chapter Business Meetings and meetings of its executive committee. The duties of the President shall include but are not restricted to the proper operation of the organization according to its guiding principles and goals, organization of the club and its members, and the acquisition of funding.

The Team Leader shall manage, guide and oversee all subsidiary teams. He/She is responsible for the overall fabrication of the car each year in accordance with the rules and regulations and must maintain in good faith the integrity and spirit of the competition during fabrication.

The Vice President shall assume the responsibilities of the President should the President be unable to perform the duties.

The Secretary shall maintain the Collegiate Chapter membership records and prepare minutes of business meetings and executive committee meetings.

The Treasurer shall keep a record of the Collegiate Chapter’s income and disbursements and keep the executive committee advised of the Chapter’s financial status. The Treasurer shall also be responsible for communication, updates, and reports concerning EGC functions and funding requests.

The Engineering Governing Council Representative shall attend all required EGC meetings and serve as a liaison between EGC and Rutgers Formula Racing. The EGC Representative will be responsible for updating the society on all EGC business.

The President and Team Leader are to insure all other officers maintain a professional level of respect, dedication, and commitment to the team. They are to work together to resolve issues in a timely manner to insure the annual goals of the organization are met.

Decision Making:
In the event there is a disagreement, the President makes the ultimate decision regarding the integration of the following: the roles of the VP, Treas., and Secretary, the team and Rutgers University, and any facilities or resources concerning the organization. The Team Leader makes the ultimate decision regarding the integration of individual subsidiary teams. When an important issue is proposed, a decision is made by a majority vote between the President, Team Leader, and Faculty Advisor.
VII. EXECUTIVE COMMITTEE

The collegiate chapter shall hold a minimum of eight technical meetings and eight business meetings during each semester of study to include the summer months. Each business meeting should include and is not limited to:

- Secretary’s Report
- Treasurer’s Report
- Pertinent Committee Reports

Old Business (if any)
New Business
Sponsorship Reports

Each technical meeting should include and is not limited to:

- Team Leader Reports
  (Fabrication Status)
- Design Reviews

Material Orders
Fabrication Schedules

VIII. QUORUM

A quorum shall consist of one-third of the members in good standing.

IX. STANDING ORGANIZATIONAL STRUCTURE

The team shall be broken up into subsidiary teams, which is responsible for sub-systems of the car. Then, individual members decide which subsidiary team they would like join. These subsidiary teams are each lead by an appointed team leaders who have extended experience in that area. Overlooking the subsidiary groups is the society’s Team Leader. The organization is governed by the President and Team Leader, who have equivalent power on all club organizational matters. The Team Leader and the President both report to the Faculty Advisor.

X. DUES

Collegiate Chapter dues shall be set each year by a majority vote of the executive committee. This is in addition to the fee established by the Society for SAE student membership. The chapter dues shall be placed in the SABO account, and used for annual registration fees and/or purchasing material.
XI. AMENDMENT

This constitution may be amended by the President and Team Leader at any time with the approval of the Faculty Advisor. Members will be informed of such changes at a regularly scheduled business meeting of the chapter, provided that a proposed amendment shall be read and discussed at a previous regularly. An amendment may be proposed by action of the Executive Committee or by petition signed by ten or more members in good standing.