



MSOE SAE Formula Hybrid Constitution

Ratified (10/17/2025)

ARTICLE I **Name and Purpose**

Section 1 Name

The name of this Organization shall be the MSOE SAE Formula Hybrid Team, hereafter referred to as the Organization.

Section 2 Purposes

The purpose of this Organization shall be to design and build a formula-style hybrid racecar with the goal of competing annually at the Society of Automotive Engineers (SAE) sanctioned international competition. Furthermore, this team serves the purpose of providing an outlet for students to gain hands-on experience for the skills learned in class, to promote teamwork in a multi-cultural and multi-major environment, and to provide team members with added skills and experience to enhance the team member's employment value. The Organization also serves as a place for students to connect with prospective employers through presentations and alumni connections.

Section 3 Affiliations

This organization is a registered team under SAE.

ARTICLE II **Membership**

Section 1 Qualification for Membership

This team has no experience or interest requirements. All are welcome and will be assisted in learning any skills needed to become a viable member of this team. However, any registered student must have a minimum 2.0 Cumulative GPA to participate in this team, must adhere to the safety guidelines the school and team present, and must be a current member of SAE or IEEE in order to attend competition. Members must be students, currently enrolled at MSOE. This organization will be consistent with all applicable federal and state laws and MSOE policies, this organization and its subordinate bodies and officers shall not discriminate for or against anyone on the basis of race, gender, religion, culture, or sexual orientation.

Section 2 Responsibilities of Members

Responsibilities of member are defined in the document "Team Member Responsibilities 2025-2026"

ARTICLE III **Officers**

Section 1 The Officers of the Organization

The Organization has two sets of officers, administrative and design. The administrative officer positions shall remain the same from year to year; the design team officers may be changed to adjust to the team's needs for success at the competition.

Administrative

Project Manager

Assistant Project Manager

Treasurer

Media Coordinator

Sponsorship Coordinator

Rules and Safety Officer

Assistant Rules and Safety Officer

Design

Engineering Manager

Chassis Lead

Powertrain Lead

High Voltage Electrical Lead

Low Voltage Electrical Lead

Integration Lead

Controls Lead

Section 2 Election of Officers

Officers elected shall serve from the end of the spring semester where they are elected to the end of the next spring semester. Reelection is available to any member that will be a student during both the fall and spring semesters. Officer nominations will happen before spring break, and elections shall happen at the first full Organization meeting after Spring Break or Week 9 of the Spring semester. It is the incumbent officer's responsibility to train the incoming officer. Officers can be nominated by any member of the team; all elections shall happen in one meeting by a paper ballot or electronic vote. In the event of a tie, the decision will be finalized but the Organizations Faculty Advisor. If an officer cannot fulfill their term, the Project Manager shall call for a special election to fill that void in a timely manner. If the Project Manager cannot fulfill their term, the Assistant Project Manager will serve as the interim Project Manager and shall call for a special election. Officers may be stripped of their position for violation of Organization or MSOE rules,

and impeachment and removal must have 2/3 of the officers in favor by paper or electronic ballot vote.

ARTICLE IV

Meetings

Section 1 Voting and Decision-Making Process

Decisions made that affect the design of the car or involve spending the organization's money must be voted on by the officers during an officers meeting or agreed upon prior, an electronic vote. In the event of a tie, the project Manager shall make the executive decision.

Section 2 The organization will conduct all meetings at the Milwaukee School of Engineering

Full Organization meetings are to be held at least once a week. Officer meetings are to be held at least once a week. Each Design Team Lead should hold a meeting for their sub-team at least once a week. Each Administrative Team Lead should hold a meeting at least once a month for their sub-team.

ARTICLE V

Events

SAE / Formula Hybrid Workshops: All Workshop events are to be skill-based lessons that can apply to more specifically members of the organization hosting but is open to but not limited to MSOE Baja, SAE Members, and Super Millage members. This is so that not only do people in our organization benefit but MSOE SAE as a whole or general school members can learn more about Formula Hybrid and what we do in an effort to get individuals more interested and involved.

ARTICLE VI

Non-Discrimination Policy

Consistent with all applicable federal and state laws and with MSOE policies, all forms of harassment or intimidation based on race, ethnicity, color, creed, religion, sex (including pregnancy and pregnancy-related disabilities), age, national origin/ancestry, arrest record, conviction record, physical or mental disability, military and veteran status, sexual orientation, gender characteristics, marital status, hairstyle, or any other characteristic protected by local, state, or federal law ("Protected Characteristics") are prohibited. This policy applies to all students, contractors, visitors, and stakeholders. Any person who instigates or participates in offensive or harassing behavior will be subject to disciplinary action, up to and including termination from/of the organization and/or other sanctions related to MSOE's Student Code of Conduct.

ARTICLE VII
Amendments

Section 1 These Articles may be amended by a vote of 2/3 of the officers present at an officer meeting. A notice and a copy of any proposed amendment shall be distributed to all members at least 5 days prior to the meeting at which the amendment is to be considered. The members shall be notified of adopted constitutional amendments by the most feasible means. Amendments may be submitted by any officer. If at least 50% of the officers are not at the officer meeting, then ratification of this Constitution or any of its amendments cannot take place and must wait until the next time that a majority is present.

Section 2 2025-2026 Competition Year Amendments