

UM ecoMotion Official Constitution



2016 - 2017
REVISION E

Preamble A Authorizations and Revision Controls

This document features actively changing articles to reflect the nature of the team. Thus a revision history will be kept in the table below. Note that lettered revisions are only draft versions and do not need to be signed. However, binding and enacted revisions are numbered and must be signed by all executive members.

Revision	Notes	Date	Author
A	Main body drafted	June 12, 2016	M James Harper
B	Elections process revised and clarified; Articles VII and VIII changed to reflect all outgoing members	June 22, 2016	Erik Johnson
C	Converted document to L ^A T _E X	July 12, 2016	Erik Johnson
D	Quorum requirements, election turnout, CRO more defined, majority vote to win, add Article XIV for founding executive, formatting	July 17, 2016	Kim Laberinto
E	Remove Treasurer, add Sponsorship Exec Position	August 15, 2016	Erik Johnson

Table 1: Revision History

Preamble B Signatures

This document is not binding or fully enacted until all assigned roles have signed and dated the correct version.

Approved By	Executive Member	Signature	Date
Mihskakwan James Harper	Team Captain		
John Chen	Secretary		
Kim Laberinto	Propulsion-Electric Lead		
Erik Johnson	Propulsion-Controls Lead		
Honey Kotak	Mechanical Lead		
	Communications Lead		
	Sponsorship Lead		
Derek Fonseca	Safety and Risk Lead		
	Production Support Lead		
Randy Herrmann	Faculty Advisor		

Table 2: Signatures of the 2016 - 2017 Executive



Preamble C Definitions

Signing Authority is an individual who possesses to act in a legally binding manner to authorize and approve team documents and decisions.

Team Manager as defined in the Shell Eco-Marathon Global Rules/16, Chapter I, A2:

- a) For each entry, a Team Manager, a Driver and a Faculty Advisor must be designated. A Reserve Driver may also be designated.
- b) The Team Manager must be a student member of the team currently enrolled at the institution. In case all team members are legal minors, the Faculty Advisor has to act as Team Manager.
- c) The Team Manager can only be responsible for one vehicle. He/she may also be a Driver for that vehicle, but only for that vehicle.
- d) The Team Manager is the Team's sole official liaison with the Organizers. All information will be addressed to him/her. For the purposes of the project, he/she will be responsible for the Team, must speak on behalf of the Team and must be able to understand and speak English.

Shell Eco-Marathon Communications Off-Track Award is "to run the most impactful and successful integrated Communications campaign showing the efforts to promote the team ahead of the Shell Eco-marathon competition in 2016. The winner will be the team that demonstrates best the continuous communications and promotional activities of the team on the road to Shell Eco-marathon (SEM) competition," as stated in the Shell Eco-Marathon Global Rules/16, Chapter I, A72.

Operational Safety Plan is a document that instructs vehicle users (driver, maintenance) on safe operational and maintenance procedures.

Chief Recruiting Agent facilitates members joining the team by authorizing them to join, assigning them to a group, and acquiring the necessary resources (software, tools, and training) to start.

Competition Year is the year associated to the upcoming competition. For example, while the Competition Year is 2017, the term of office is 7 days following election of 2016 executive through 7 days following election of 2017 executive.

Risk Priority Number is the product of the probability of the risk occurring, on a scale of 1-10, 10 being most probable, and the severity of the risk if it were to occur, on a scale of 1-10, 10 being the most severe.

Goal Zero is the overall safety promise ecoMotion makes, as similar to Shell's 'Goal Zero' safety initiative. Goal Zero means ecoMotion will strive in all its efforts as a team to ensure that zero safety incidents will occur in any given competition year.

The Mover is a meeting attendee that proposes a motion.



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Article I Name

I.1 Official Name

The official name of the team is 'UM ecoMotion' with UM abbreviated to represent the University of Manitoba, with a stylized small 'e' and capital 'M' in 'ecoMotion.'

I.2 Alternative Name

Common and alternative representation of the team name is simply 'ecoMotion' and this shall reference the full name 'UM ecoMotion.' In the case that the stylized small 'e' cannot be placed, 'EcoMotion' or 'ECOMOTION' are other alternative representations.

I.3 Use of the Name

Use of the name represents all team members, assets, property, concepts, and documents.

Article II Purpose

II.1 Definition

UM ecoMotion exists for University of Manitoba students to enter the Shell Eco-Marathon competition by designing, building, and testing an energy efficient vehicle.

Article III Membership

III.1 Conditions

To become a member of UM ecoMotion, an individual must satisfy the following conditions:

- Be either an undergraduate or graduate student of the University of Manitoba for at least 4 months of the membership period, so long as the team membership comprises two-thirds or greater of undergraduate students.
- Has an interest or has studies related to the purpose of UM ecoMotion.

III.2 Restrictions

UM ecoMotion is an 'open-membership' styled student group and shall never deny membership to anyone based on race, religion, gender, disabilities, socioeconomic status, sexual orientation, or any other discriminatory based identifier as outlined in the *Canadian Charter of Rights and Freedoms*.

III.3 Duration

Membership shall remain active from September 1 of the current year through August 31 of the next year.

III.4 Departure

Members have the right to withdraw themselves from the team at any time for any reason. Upon departure of a member, all ecoMotion property must be returned to the executive, as per Article VII.



III.5 Withdrawal

A member can be withdrawn by two-thirds vote of executive members (see Article V) on the basis that the member has violated and/or has a complete disregard for team policies and procedures.

Article IV Compliance

IV.1 UMSU

UM ecoMotion shall abide by all policies, bylaws, and procedures set by the University of Manitoba Students Union (UMSU).

IV.2 SGPAC

UM ecoMotion shall abide by all policies, bylaws, and procedures set by the Student Group Promotions and Affairs Committee (SGPAC).

IV.3 UMES

UM ecoMotion shall abide by all policies, bylaws, and procedures set by the University of Manitoba Engineering Society (UMES).

IV.4 Shell Eco-Marathon Global Rules

UM ecoMotion shall abide by all rules by Shell Eco-Marathon as outlined in the upcoming competition year's *Shell Eco-Marathon Global Rules*.

IV.5 Shell Eco-Marathon Americas Rules

UM ecoMotion shall abide by all rules by Shell Eco-Marathon as outlined in the upcoming competition year's *Shell Eco-Marathon Americas Rules*.

IV.6 Other Compliance

UM ecoMotion shall abide by any rules, policies, and/or procedures that are set by appropriate authorities where non-compliance risks team discrediting, disqualification, safety, or the longevity of the team. Such additional compliance shall be implemented into UM ecoMotion policies through the appropriate method, including, but not limited to, bylaws, procedures, safe work practices, and amendments.

Article V Executive Officers and Duties

UM ecoMotion comprises of the following executive positions, with their respective duties, as per Article XIII:

V.1 Team Captain

- (A) Leads the schedule, expenditures, and membership towards the success of the team.
- (B) Act as a signing authority to financial expenditures, withdrawals and deposits from accounts, and official team documents.



- (C) Authorizes out-of-budget spending and reallocation of funds, and approves the overall team budget.
- (D) Represents the team to the public.
- (E) Ensures that membership abides by the constitution, internal policies and procedures, and external compliance as outlined in Article IV.
- (F) Acts as the Team Manager between the Shell Eco-Marathon Organizers and ecoMotion.
- (G) Acts as the primary contact between the University of Manitoba, including departments, programs, faculties, student groups and UMSU.
- (H) Must possess knowledge in management, organization, and multi-disciplinary technical design.
- (I) Must have at least 75 credit hours completed before elections.
- (J) Enforces safety policies and is responsible for the safety and well-being of all team members.

V.2 Communications Lead

- (A) Acts as a signing authority to official ecoMotion communication releases and statements.
- (B) Sets communications targets throughout the year including but not limited to, events, outreach strategies, social media outreach, web design, publications, and branding.
- (C) Positions the team to be a contender for the *Shell Eco-Marathon Outreach Communications Award*.
- (D) Reports the communications status to the executive.
- (E) Enforces safety policies and is responsible for the safety and well-being of all team members.

V.3 Propulsion-Electric Lead

- (A) Leads the design, construction, and testing of the propulsion system, that is electrically related. This includes, but not limited to, motor(s), accumulator, wiring and circuit board design. Both Propulsion-Controls and Propulsion-Electric leads will co-lead the development of the accumulator management system.
- (B) Acts as a signing authority to Propulsion-Electric expenditures, and withdrawals and deposits from accounts.
- (C) Approves the Propulsion-Electric budget.
- (D) Must be enrolled in the Electrical Engineering program.
- (E) Must possess technical knowledge in electrical design.
- (F) Ensures designs comply with the current competition year's *Shell Eco-Marathon Global Rules*.
- (G) Enforces safety policies and is responsible for the safety and well-being of all team members, particularly related to electrical components.
- (H) Reports the propulsion-electric status to the executive.
- (I) Acts as a signing authority to approve design packages and testing reports.
- (J) Must have at least 75 credit hours completed prior to elections.



V.4 Propulsion-Controls Lead

- (A) Leads the design, construction, and testing of the propulsion system, that is controls related. This includes, but not limited to, motor controller(s), accumulator controller, driver interface controls and guages, safety systems, and shut down systems. Both Propulsion-Controls and Propulsion-Electric leads will co-lead the development of the accumulator management system.
- (B) Acts as a signing authority to Propulsion-Controls expenditures, and withdrawals and deposits from accounts.
- (C) Approves the Propulsion-Controls budget.
- (D) Must be enrolled in either the Computer Engineering, Electrical Engineering, or Computer Science program.
- (E) Must possess knowledge in control system design.
- (F) Ensures designs comply with the current competition year's *Shell Eco-Marathon Global Rules*.
- (G) Enforces safety policies and is responsible for the safety and well-being of all team members, particularly related to control and electrical components.
- (H) Reports the propulsion-controls status to the executive.
- (I) Acts as a signing authority to approve design packages and testing reports.
- (J) Must have at least 75 credit hours completed prior to elections.

V.5 Mechanical Lead

- (A) Leads the design, construction, and testing of the vehicle and mechanical systems. This includes, but not limited to, body, frame, steering, brakes, driver spaces, wheels, tires, and axles.
- (B) Acts as a signing authority to Mechanical expenditures, and withdrawals and deposits from accounts.
- (C) Approves the Mechanical budget.
- (D) Must be enrolled in the Mechanical Engineering program.
- (E) Must possess knowledge in mechanical design.
- (F) Ensures designs comply with the current competition year's *Shell Eco-Marathon Global Rules*.
- (G) Enforces safety policies and is responsible for the safety and well-being of all team members, particularly related to mechanical components.
- (H) Reports the mechanical status to the executive.
- (I) Acts as a signing authority to approve design packages and testing reports.



V.6 Sponsorship Lead

- (A) Sets fundraising targets throughout the year.
- (B) Reports financial status to the executive.
- (C) Manages all sponsors and donors to ecoMotion.
- (D) Enforces safety policies and is responsible for the safety and well-being of all team members.

V.7 Safety and Risk Lead

- (A) Develops and enforces safety programs for all membership to abide by.
- (B) Manages all team risks and prioritizes them accordingly.
- (C) Acts as the investigator in all safety related incidents.
- (D) Halts production when there is a high risk of safety incidents occurring or the working environment is unsafe.
- (E) Collaborates with mechanical, propulsion-electric, and propulsion-controls leads to create an Operational Safety Plan.
- (F) Collaborates with production support to create a shop safety plan.
- (G) Manages training programs to develop team-wide education about hazard recognition, safe procedures, and emergency response strategies.
- (H) Reports risks and safety related information to the executive.
- (I) Authorizes Ad-Hoc committees as per Article IX

V.8 Production Support Lead

- (A) Manages all team assets and property.
- (B) Ensures mechanical and propulsion have the necessary tools, material, and equipment to carry out production.
- (C) Assists in the development of safe and standard work procedures.
- (D) Organizes the team for travel for competition.
- (E) Initiates and organizes team improvement projects, programs, and initiatives, to better position the team towards a successful vehicle, safer methods, saving costs, and other improvements to encourage team excellence.



V.9 Secretary

- (A) Manages membership and recruitment.
- (B) Acts as the Chief Recruiting Agent.
- (C) Manages document and revision control on engineering drawings.
- (D) Manages software registration amongst membership.
- (E) Ensures compliance with Article IX during all meetings.
- (F) Reports membership and human resources related information to the executive.
- (G) Manages Google Drive, and all other file management systems.

Article VI Executive Elections & Terms of Office

VI.1 Election Date

ecoMotion shall hold an executive election no later than June 30 of each and every year, except the inaugural year, June 30 2016 through election day of 2017, as per Article XIV. The election will facilitate the election of nine executive members: Team Captain, Communications Lead, Propulsion-Electric Lead, Propulsion-Controls Lead, Mechanical Lead, Production Support Lead, Safety and Risk Lead, Sponsorship Lead, and the Secretary.

VI.2 Voting Rights

All ecoMotion members whom have been members in good standing for the preceding four months are entitled to a vote, with the exception of the Chief Returning Officer.

VI.3 Candidate Requirements

Any member is entitled to enter the election for one executive position, as long as they have satisfied the following conditions:

- (A) Will be a University of Manitoba student for the next competition year.
- (B) Has been a member of ecoMotion for at least 4 months.
- (C) Has been nominated by another ecoMotion member.
- (D) Satisfies all (if any) prerequisites of the sought position, as outlined in Article V.

VI.4 Nomination Period

Nominations will be accepted until 7 days prior to the election.

VI.5 Chief Returning Officer

A Chief Returning Officer (CRO) will be appointed by the Team Captain, 14 days prior to the election. They will be responsible for managing the candidates' nominations, holding the election, counting the votes, and announcing the elected individuals. They must not be a candidate of the election. In lieu of a vote, prior to the election, the CRO shall place their ballot in a sealed envelope and shall only be revealed in the case of a tie. The CRO has the authority to determine if a ballot is spoiled.



VI.6 Uncontested Candidates

In the case that the position is uncontested, the CRO will provide modified ballots as a vote of confidence for that candidate for members to vote if they will vote in-favour, not-in-favour, or abstain, by which the candidate will be deemed successful if they receive more than 50 percent of in-favour votes.

VI.7 By-elections

In the case that a position remains vacant, the newly elected executive shall open an application-based process for candidates to apply for the vacant position. Confirmation of a successful candidate shall be by two-thirds vote amongst executive members.

VI.8 Election Results

The candidate will be deemed successful when they obtain the majority of the votes.

VI.9 Impeachment

An executive member can be impeached and removed from their position through a two-thirds referendum amongst the entire membership.

VI.10 Election Day

The CRO shall give electronic notice to all membership at least seven days prior to the election day. During the election day, members shall have at least eight hours to cast ballots. The CRO shall make no exceptions to votes casted remotely or outside the voting period. The CRO shall determine the results of the election at the earliest of convenience following the election period. While there is no minimum voter turnout, the CRO has the authority to call the election, by-election, or referendum invalid on their discretion on the basis of an under-represented election.

VI.11 Transfer of Property

Seven days following the election, the new executive assumes custody of team property including but not limited to, documents, engineering studies and drawings, and team membership information.

VI.12 Transfer of Knowledge

Outgoing executive members shall remain active until the expiry of their membership, mentoring, facilitating, and assisting in the transition of executive control. This includes, but is not limited to, strategic planning and lessons learned.

Article VII Outgoing Members

VII.1 Timeline

If a member is discontinuing their membership or has their membership revoked by the executive, outgoing members have seven days following the election, or date of request to withdraw membership, to hand over all proprietary information, including, but not limited to, passwords to access documents and software, administrative controls over team documents, software and accounts, keys to team spaces and operational equipment, and ecoMotion property.



VII.2 Disclosure

Outgoing members shall never release proprietary documents, even when their membership expires. Outgoing members must continue to adhere to all proprietary rules in Article VIII.

Article VIII Privacy and Proprietary

VIII.1 Contact Information

Membership contact information shall be controlled and kept for internal use only. The secretary shall assume responsibility and accountability of this information. Contact information shall never be shared to third parties without the written consent of the member.

VIII.2 Proprietary Information

Due to the competitive nature of the team, proprietary documents and information shall be kept for internal use only, and can only be shared externally with the written consent of the Team Captain. Proprietary shall be marked with 'ecoMotion Proprietary.' This is mandatory on:

- (A) Engineering studies
- (B) Engineering drawings
- (C) Membership lists
- (D) Manufacturing plan
- (E) Project Management Tool
- (F) Sponsor Management Tool

VIII.3 Media Release

Upon signing up for membership, members must sign a media disclosure agreement, to be photographed, audio-visually recorded, quoted, and otherwise referenced in communications, to be released for team promotional use, unless explicitly stated otherwise by the member in the agreement.

Article IX Meetings

IX.1 Classification

Meetings shall have seven degrees of classification, each with corresponding rules and procedures: general meetings, executive meetings, section or function meetings, small meetings, ad-hoc committees, urgent meetings, and external stakeholder meetings.

IX.2 Agenda & Minutes

All meetings shall include an agenda sent to the meeting invitees at least 24 hours prior to the meeting, have minutes recorded by a secretary including attendees, notes as per the agenda, motions with respective mover, seconder, and for, against, and abstentions vote count, decisions, action items, and next scheduled meeting.



IX.3 Quorum

Quorum shall be one-third of the invited attendees, unless the meeting is an executive meeting.

IX.4 General Meetings

General Meetings are intended to gather the entire membership to deliver team-wide updates, strategies, initiatives, training, and constitutional amendments. Two Biannual General Meetings shall be held in:

- (A) October, primarily to serve as an orientation session to the membership, outlining the team's strategy and plan for competition. This meeting is not public, with the exception of faculty members, sponsors, and invited guests.
- (B) June, primarily to serve as a review of the competition year, and to facilitate the transition of the new executive. The outgoing executive reports to attendees of their contributions, lessons learned, and recommendations. Sponsors are also honoured at this meeting, among general ecoMotion contributors. This meeting is held publicly.
- (C) General meetings are to be scheduled and organized by the Team Captain. General meetings shall be arranged at least 1 week in advance. General meetings are chaired by the Team Captain.
- (D) The Team Captain shall appoint a secretary prior to the meeting to record minutes.
- (E) All members have voting rights on motions made in General Meetings.

IX.5 Executive Meetings

Executive meetings are held exclusively amongst the executive to discuss sensitive or strategic matters. Such meetings:

- (A) Can only be called by an executive member, at least 48 hours in advance.
- (B) Must include an agenda that is appropriate for only executive members to handle.
- (C) Can have invited guests or other members upon the discretion of the Team Captain or designate.
- (D) The Team Captain shall chair the meeting unless otherwise designated to another executive member.
- (E) The Secretary shall record meeting minutes, unless they cannot attend, to which the Team Captain shall appoint another member at the meeting to record minutes.
- (F) Quorum shall be at least three executive members.
- (G) Important decisions that affect the entire course of the team, including financial decisions exceeding \$300, organizational changes, procedures, design decisions that have high RPN numbers and/or will directly impact other sections and functions, shall be made by an executive meeting.
- (H) Only executive members possess voting privileges on motions made in all executive meetings.



IX.6 Section / Function Meetings

Section or function meetings are intended to gather a section or function of the team to discuss functional related matters.

- (A) Can be called by a member who belongs to that section or function, at least 4 days in advance.
- (B) Must include an agenda that is appropriate for the majority of the function or section to attend.
- (C) Can have invited guests or other members upon the discretion of the section or function lead.
- (D) The section or function lead shall chair the meeting unless otherwise designated to another member.
- (E) The chair shall appoint a secretary at the meeting to record minutes.
- (F) All members that attend possess voting privileges on motions made in section or function meetings.

IX.7 Small Meetings

Small meetings are intended to gather any mixture of members regardless of executive position or function/section to discuss matters that involve the required attendees.

- (A) Can be called by any member of the team, at least 7 days in advance, unless caller knows the attendees schedules permit.
- (B) Meeting has less than 5 required attendees.
- (C) Meeting does not feature any financial, engineering, or management decision, unless the appropriate executive member is present.
- (D) The meeting caller shall chair the meeting.
- (E) The chair shall appoint a secretary at the meeting to record minutes.
- (F) All members that attend possess voting privileges on motions made in small meetings.

IX.8 Ad-hoc Meetings

Ad-hoc meetings are intended to gather a group of members whom meet regularly to carry out a particular deliverable that is not specific to any existing function or section.

- (A) Ad-hoc meetings shall comply with the same set of rules as outlined in Article IX, with the exception of regularly scheduled meetings until the deliverable has been fulfilled.
- (B) Any executive member has the authority to start an Ad-Hoc committee.
- (C) The Ad-Hoc committee lead designates voting privileges amongst the attendees, which is confirmed by an executive member.



IX.9 Urgent Meetings

Urgent meetings are to be used exclusively in events that have sensitive time restrictions and/or feature decisions with high risk priority numbers (RPN). Such meetings is an extension of general, executive, section/function, small, ad-hoc, or external stakeholder meetings, and shall comply with the respective meeting classification procedures, with the exception:

- (A) Urgent meetings can be called within 24 hours of the meeting by the appropriate caller as per the meeting classification, with the discretion of an executive member.
- (B) Urgent meetings must be prioritized appropriately to the invited attendees.
- (C) Urgent meetings must feature action items and/or decisions.

IX.10 Meeting Procedure

Meetings shall comply with *Roberts Rules of Order, 10th Edition*. The most important procedures to maintain for decision making are:

- (A) An introduction to the motion, including background, and why the motion should be successful.
- (B) A debate period amongst attendees until all perspectives have been heard. The chair may bypass this if there is no one willing to debate.
- (C) A motion made by a meeting attendee, the mover.
- (D) A seconder made to confirm the motion that is not the mover. If not seconded, the mover has the option to amend or table their motion, with the consent of the chair.
- (E) A general vote that is conducted openly amongst attendees, answered by "for" for in favour, and "against" for not in favour of the motion. Members can also choose to 'abstain' from a vote.
- (F) This vote shall be counted with a majority of yeas making the motion successful, and majority of nays killing the motion.

IX.11 Appeals

Any meeting attendee has the option of appealing the decision, to which will be passed onto an all-executive meeting where the motion will be voted on by only executive members. In the case that the motion passes in appeal, the motion is successful. To call an appeal, the member must approach the team captain, to which the appeal must be addressed within 14 days.

Article X Conduct

X.1 Goal Zero

ecoMotion and all shop areas used by ecoMotion are Goal Zero workspaces.

X.2 Safety Procedures

Members shall abide by all safety procedures and protocols. Furthermore, it is the responsibility of all members of the safety and well-being of all team members.



X.3 Discrimination

Discriminatory behaviour towards an individual's race, sex, gender, religion, nationality, socioeconomic status, health, disability, sexual orientation, or any other identifier outlined in the *Canadian Charter of Rights and Freedoms*, shall never be tolerated. It is the responsibility of all members to promote respect and open-mindedness to all team members.

X.4 Harassment

Harassing, violence, and deliberate harm towards others shall never be tolerated. Incidents are to be investigated by the Secretary and/or Team Captain, whom has authority to place members on probation, limiting or banning them from use of team property. Furthermore, members found negligent or otherwise demonstrate a complete disregard for respect are subject to membership termination.

X.5 Incident Reporting

Safety incidents and violations are to be investigated by the Safety and Risk Lead, whom has authority to place members on probation, limiting or banning them from use of team property. Furthermore, members found negligent or otherwise demonstrate a complete disregard for safety are subject to membership termination.

X.6 Representation

Members assume the responsibility to serve as representatives of the team, and must carry themselves to maintain a professional, safe, and respectful reputation of the team. Members shall never engage in behaviour, during or off team time, that jeopardizes this reputation. This includes, but is not limited to, sabotage (act of deliberately impeding the success of the team), espionage (act of deliberately sharing otherwise proprietary or confidential information without the consent of the team), criminal behaviour, mishandling of funds, and stealing. Furthermore, members found engaging in this behaviour are subject to membership termination.

X.6.1 Collaboration

Collaboration with other University of Manitoba design teams is not prohibited; however members shall always consult an executive member prior to sharing documents classified by 'ecoMotion proprietary.'

Article XI Faculty Advisor

XI.1 Representation

The Faculty Advisor (FA) shall serve as the primary representative of the University of Manitoba, and therefore possesses power to credit and discredit the team from representing the University of Manitoba.

XI.2 Role

The FA shall oversee the general operations of the team, ensuring the compliance and proper structure to best represent the University of Manitoba. This includes, but is not limited to, financial transactions, membership, sponsoring, and safety.



XI.3 Authority

The FA acts as a signing authority to financial expenditures, withdrawals and deposits from accounts, and official team documents.

XI.4 Involvement

The FA does not necessarily have direct involvement in team operations, however it is recommended that the FA participate in activities to provide active guidance about designs, processes, and management.

XI.5 Expertise

To the benefit and discretion of the team, multiple Faculty Advisors in different subject areas can be included in this Article.

Article XII Amendments

Changes made to the constitution can be initiated by any team member, and shall be conducted in the following sequence:

- (A) Member requests in writing, a constitutional amendment to the Team Captain. The request features which article and item(s) that is to be revised, or what new article is to be added, what the proposed amendment will state, and a statement on its justification. This request will also feature a sponsor, whom is another ecoMotion member supporting the amendment.
- (B) The Team Captain shall include the amendment proposal in the agenda of the next available all membership meeting, which can be a general meeting.
- (C) During the meeting, a formal motion will be made by the requestor, or proxy, and will follow procedures as outlined in Article IX.
- (D) Amendments to the constitution shall be made in a meeting with at least one-third of the membership.
- (E) Furthermore, amendments shall be passed by a majority of 'for' votes of the total votes cast.

Successful amendments shall be reflected in a new version of the constitution, with a signed revision to be enacted within 14 days of the meeting.

Article XIII Organization

ecoMotion shall be organized into the following structure, compliant with the executive positions.

Article XIV Inaugural Year

ecoMotion shall be have executive positions filled by founding executive, of whom need not to be elected into their respective roles. Founding executive members include:

- Mihskakwan James Harper: Team Captain
- Kim Laberinto: Propulsion-Electric Lead



- Erik Johnson: Propulsion-Controls Lead
- Honey Kotak: Mechanical Lead
- John Chen: Secretary
- Derek Fonseca: Safety and Risk Lead

All other vacant executive positions shall be filled by application process, where candidates are confirmed by two-thirds vote of the founding executive members. This article is only valid from June 30, 2016 through election day of 2017.

