



# Relectric Car Team Charter

2021-2022

## Article 1: Preamble

1.1 The name of the organization shall be the Queen's Relectric Car Team (QRCT).

1.2 This document serves as the Constitution of the Relectric Car Team which regulates the activities and affairs of the team.

## Article 2: Objectives

2.1 The Objectives of the Relectric Car Team shall be:

- (a) To engineer and develop technology that will allow car owners to easily and accessibly convert their internal combustion engine (ICE) vehicles to battery-electric vehicles (BEVs);
- (b) To bring together Queen's University students who are passionate about the future of sustainable personal transport;
- (c) To develop battery and motor technologies that can be implemented in cars for their electrification;
- (d) To produce software that will communicate converted electric car status to the driver;
- (e) To research methods of maximizing range for daily use on converted EVs;

## Article 3: Membership

3.0 There shall be two classes of membership on the Relectric Car Team

- (a) General membership (herein referred to as "members")
- (b) Honorary membership
  - (i) Honorary Members shall be appointed for life through resolution at an AGM in recognition for outstanding services rendered
  - (ii) Honorary Members shall not be entitled to vote at, but shall be entitled to receive notice of general meetings
  - (iii) Outgoing executives of the team shall be appointed as Honorary Members through resolution at the last AGM of their term

3.1 All Queen's University students are eligible to be members of the Relectric Car Team, with no membership fee required.

3.2 Prospective members may contact the team directly through email to the Executive Lead (2021-2022: Mira Teoli, 17mat8@queensu.ca)

3.3 The membership year is May 1 until April 30.

3.4 Membership must be renewed every year.

3.5 Any member in good standing is entitled to:

- (a) Receive notice of Relectric Car Team meetings;
- (b) Attend any Relectric Car Team meeting;
- (c) Speak at any Relectric Car Team meeting;
- (d) Vote at any General Meeting of the Relectric Car Team;
- (e) Attend Relectric Car Team events;
- (f) Participate in Relectric Car Team activities; and
- (g) Be eligible to serve on the Relectric Car Team Executive.

3.6.1 Any member may resign their membership with the team by sending or delivering written notice to the Executive Lead of the team.

3.6.2 Any member of the Executive Team may be impeached from Office for any of the following reasons:

- i. Ethical or other behavioural concerns
  - ii. Financial mismanagement
  - iii. Failure to carry out duties
- (b) Any member of the Executive may only be removed from Office by unanimous agreement of the rest of the executive.
- (c) In the event of impeachment, the rest of the Executive must choose an interim replacement by simple majority.
- (d) Following impeachment, the former Officer reverts to the status of a regular Team member.
- (e) If the impeachment is prior to January 1<sup>st</sup> of the former Officer's term, then at the Executive Committee's discretion, a by-election following the same overall procedure as a general election may be held to choose a full replacement for the remainder of the term.

3.6.3 The Relectric Car Team may request that the Coordinator, Student Organizations and/or the Queen's University Conduct Office recommend the removal of member if they have:

- (a) Failed to abide by the team's constitution;
- (b) Violated Students' Union or university policy at a team meeting or event; or
- (c) Harmed the reputation, function, or unity of the team through deliberate action or inaction.

#### Article 4: Structure

4.1 The Relectric Car Team shall be governed by an Executive Council, which is responsible for managing the affairs of the team.

4.1.2 The powers and duties of the Executive Council shall include:

- (a) Promoting the objectives of the team;
- (b) Promoting membership in the team;
- (c) Approving a budget for the team;
- (d) Maintaining all accounts and financial records of the team;
- (e) Paying all expenses for operating and managing the team;
- (f) Making policies, rules and procedures for managing and operating the team, including EDII policy; and
- (g) Strategic planning.

4.1.3 The Executive Council shall be composed of four to six Department Leaders appointed by the Executive Council prior to the Relectric Car Team Annual General Meeting (AGM).

- (a) Individuals seeking to become a Department Leader must inform the Executive Lead by the provided deadline in second term;
- (b) The new Executive Lead will be appointed by the majority decision of the Executive Council, one week prior to the AGM
- (c) If an Executive, including the Executive Lead, is planning to continue for a further term(s), they cannot be present in any decision-making regarding their position.
- (d) The incoming Executive Lead shall be individually voted in through resolution at the AGM. Failure for a prospective lead to receive majority votes means that the position will be vacant.
- (e) Contested positions will be determined by the Executive Council through resolution with respect to the following criteria:
  - (i) Years and experience with the team;
  - (ii) Attendance rate to meetings and workdays;
  - (iii) Technical competence in their management field; and
  - (iv) Ability to lead a team of students.

4.1.4 The removal of an executive member for conduct-related complaints must be recommended by the Coordinator, Student Organizations and/or the Queen's University Student Conduct Office.

4.1.5 The Relectric Car Team may request that the Coordinator, Student Organizations and/or the Queen's University Student Conduct Office recommend the removal of an Executive for any of the reasons listed in Article 3.4.3 or if they have:

- (a) Breach the QRCT Code of Conduct;
- (b) Demonstrated an ongoing conflict of interest that cannot be resolved; or
- (c) Been absent at three consecutive Executive Council meetings without a valid excuse.

4.1.6 If a vacant spot is created on the Executive Council after Executives have been appointed, the other Executives may appoint a member in good standing to fill the vacancy for the remainder of the term.

4.1.7 The term of office for Executives shall be May 1 to April 30 of the following year.

## Article 5: Officers and Duties

5.1 The Executive Council shall be composed of the following Executive offices:

- (a) Executive Lead;
- (b) Operations Lead
- (c) Business Lead;
- (d) Electrical Engineering Lead;
- (e) Mechanical Engineering Lead;

5.2.1 The Executive Lead shall be responsible for:

- (a) Supervising the affairs of the Executive Council;
- (b) Presiding over all team meetings;
- (c) Completing annual reporting requirements;
- (d) Acting as a spokesperson for the team;
- (e) Ensuring that the team is complaint with its own rules and the rules of third-party organizations;
- (f) Ensuring proper safety procedures are in place to prevent harm;
- (g) Be a co-signing authority for all team financial matters;
- (h) Transitioning his/her successor; and
- (i) Carrying out other duties as assigned by the Executive Council.

5.2.2 The Operations Lead shall be responsible for:

- (a) Ensuring proper EDI policies are being implemented;
- (b) Reports directly to Executive Lead;
- (c) Ensure team remains on schedule in both technical, financial, and administrative timelines;

- (d) Work with Executive Lead on final edits of written documentation for the team, such as charter, sponsorship packages, social media posts, etc.;
- (e) Provides support to Business Lead in creation and accuracy of sponsorship packages;
- (f) Transitioning his/her successor; and
- (g) Carrying out other duties as assigned by the Executive Council.

#### 5.2.3 The Business Lead shall be responsible for:

- (a) Maintaining team financial records, including a detailed account of revenues and expenditures;
- (b) Ensure all monies paid to the team are deposited in the team's bank account;
- (c) Seeking and maintaining sponsorship opportunities;
- (d) Being a co-signing authority for all team financial matters;
- (e) Managing the Business team in their day-to-day tasks and activities;
- (f) Taking meeting minutes;
- (g) Maintaining a membership list;
- (h) Transitioning his/her successor; and
- (i) Carrying out other duties as assigned by the Executive Council.

#### 5.2.4 The Electrical Engineering Lead shall be responsible for:

- (a) Managing the Electrical Engineering team in their day-to-day tasks and activities;
- (b) Ensuring proper safety procedures are in place to prevent harm;
- (c) Training the Electrical Engineering team in the technical skills they will require;
- (d) Transitioning his/her successor; and
- (e) Carrying out other duties as assigned by the Executive Council.

#### 5.2.5 The Mechanical Engineering Lead shall be responsible for:

- (a) Managing the Mechanical Engineering team in their day-to-day tasks and activities;
- (b) Ensuring proper safety procedures are in place to prevent harm;
- (c) Training the Mechanical Engineering team in the technical skills they will require;
- (d) Transitioning his/her successor; and
- (e) Carrying out other duties as assigned by the Executive Council.

5.3 Executive Transitions shall begin immediately following the Annual General Meeting and will include:

- (a) The transition period will span one calendar month;
- (b) Outgoing Executives are responsible for ensuring incoming Executives have access to team emails, bank accounts, and social media accounts, and all relevant team documents; and,
- (c) Outgoing executives are responsible for all end-of-year responsibilities to the Students' Union

## Article 6: Meetings

### 6.1 Executive Council Meetings

6.1.1 The Executive Council shall meet for the purpose of managing the operations and affairs of the team as detailed in Article 4.

6.1.2 The Executive Council shall meet as called by the Executive Lead, and will occur weekly unless stated otherwise.

6.1.3 The Executive Lead shall call Special Meetings of the Executive Council if any two Executives make a request in writing stating the intended business of the meeting.

6.1.4 Five business days' notice shall be required for all Executive Council meetings unless the Executive Council unanimously agrees to waive the notice requirement.

6.1.5 Quorum for Executive Council meetings shall be a majority of the Executives.

6.1.6 Each Executive member has one vote. The Executive Lead does not have a second vote in the case of a tie vote. A tie vote means the motion is defeated.

## 6.2 Annual General Meeting

6.2.1 The Executive Council shall call an Annual General Meeting no later than April 30 of each year for the purposes of:

- (a) Announcing the new Executive Lead;
- (b) Announcing Executive Council members (as nominated by the outgoing Executive Council);
- (c) Confirming the new Executive Council, through a confidence vote;
- (d) Providing a report of the team's activities;
- (e) Reviewing the team's financial statements;
- (f) Approving major amendments to this Constitution; and
- (g) Considering other matters specified in the meeting notice.

6.2.2 Notice for the Annual General Meeting shall be provided to all team members at least 14 days before the Annual General Meeting. This notice shall state the time, date, and location of the meeting, and the agenda for the meeting.

6.2.3 Quorum for the Annual General Meeting shall be 10% of team members.

6.2.4 Every member of the team has one vote. The Executive Lead does not have a second vote in the case of a tie vote. A tie vote means the motion is defeated. Votes by proxy are permitted.

6.2.5 A majority of members present shall decide each issue.

## Article 7: Constitutional Amendments

7.1 This Constitution may be amended or repealed at any General Meeting.

7.2 The 14 days' notice for the Annual General Meeting must include details of the proposed resolution to change the Constitution.

7.3 Changes to this constitution shall require approval by a majority of members present at an Annual General Meeting.

7.4 The amended Constitution shall take effect after the approval at the Annual General Meeting.

## Article 8: Dissolution

8.1 The team shall not pay any dividends or distribute its property among its members in event of team dissolution.



8.2 If the team is dissolved, any funds or assets remaining after paying debts are to be paid or donated to a non-profit organization with objectives similar to those of the Relectric Car Team.

8.3 Members are to select the organization(s) that shall receive the assets at a General Meeting.

**Faculty Advisor 2021-2022:**

Professor Roshni Rainbow

A handwritten signature in black ink, appearing to read 'Roshni Rainbow', written above a horizontal line.

Signature