



Gryphon Racing

Constitution - 2023



Current Document Version

Gryphon Racing
School of Engineering
University of Guelph

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Revised by: Dallas Hart

Foreword

This constitutional document for Gryphon Racing has been created at the request of the University of Guelph administration. It has been prepared with the cooperation of all current (2023-2024) Captains, Section Leads and faculty advisor of Gryphon Racing.

Gryphon Racing agrees to abide by all CSA, Ontario Human Rights, and University of Guelph Policies

We, the students of the University of Guelph, in the pursuit of Enlightenment in Communication, Integrity in Argument, and Excellence in Education, do ordain and establish this Constitution for the Gryphon Racing FSAE team at the University of Guelph.

Approvals

Captains:

- Ayden Bourdeau
- Matthew Aziz
- Matt Verburg

Section Leads

- Dallas Hart
- Patrick McNutt
- Rayne van Voorst
- Owen Frey

Reviewers

Faculty Advisor:

- Mohammad Al Janaideh





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Team Purpose:

1. To act as an educational forum in the areas of leadership, design, problem solving, argumentation, performance, public speaking and more.
2. To be a competitor for the Formula SAE Competitions.
3. To foster interest and participation in engineering.
4. To be a positive representative of the University of Guelph.

Team Motive

The final product will belong to the Gryphon Racing FSAE Team and no individual member of the team. Parts may be taken and reused on future vehicles. However, it is encouraged for components to be improved upon rather than reused. This team's success will be measured by the performance of the vehicle at FSAE Competitions as well as the quality of the final report submitted to the FSAE Judging Committee.

Membership

All students at the University of Guelph are welcome to join the team. Membership is open to all, regardless of race, ancestry, color, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences or receipt of public assistance. However, should a team member refuses to adhere to the following rules, they may be refused admission or dismissed from the team without the possibility of reapplication.

Team Fee

Every member of the team is required to pay an annual team fee of \$80. This fee is used to cover shop materials and general expense of the team. Members will not be allowed to work in the shop until the fee has been paid. Team fees are due before September 30th each year and must be paid prior to receiving shop safety training. Should a member be unwilling or unable to pay the fee he/she is permitted to organize with the Administration Captain or a designated delegate to provide an adequate alternative. The team fee is non-refundable.

Executive Board

The Leadership of the Team shall be vested in a student Executive Board, consisting of three team captains with no team captain being superior to another. Additionally, the Section Leads shall serve the team with distinct responsibilities.

1. The Executive Board shall act as the primary student organization contacts.
2. All positions on the Executive Boards shall be chosen based on participation and knowledge demonstrated in previous years.
3. The selection of new sections leads or Captains/Managers must be unanimously approved by the current section leads and executives.
4. Executive Board members and Section Leads should expect to continue their role in the following season or move up from a section lead to an executive member.

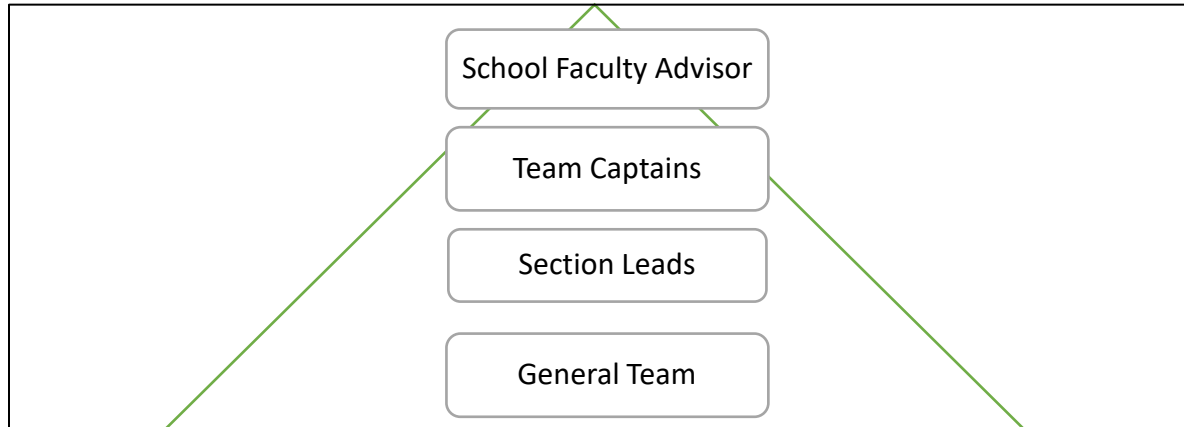


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The following hierarchal order will be followed:



Captains

The team is led an executive group comprising of Section Leads and Captains. The layout of this group may be flexible and modified, dependent on member wishes, on an annual basis. The constitution must be modified and approved when these changes are made. The team captains and section leads aim to collaborate as equals but, in the event of conflict, executive power falls to Team Captains. Serious matters should also be brought to the Faculty Advisor. The executive members have been chosen for their commitment, dedication, and competence. These members are expected to hold themselves to the highest honor and behalf in accordance with the values of Gryphon Racing and the University of Guelph at all times. Each executive member has different responsibilities which are outlined below.

Additionally please refer to the document: Gryphon Racing - Leadership Code of Conduct for more specifics on expectations of captains and section leads.

Captain of Administration

1. Maintain official student organization status and all team affiliations.
2. Schedule and running general team meetings.
3. Collect, organize, and send entries for all competitions attended by the team.
4. Book hotels and transportation for all tournaments.
5. Record financial transactions and have signing authority for bank accounts.
6. Prepare yearly budgets and financial reports.
7. Clearing team events prior to the event.
8. Maintaining official student organization status and all team affiliations.
9. Maintain a presence on team social media.
10. Head recruitment efforts.
11. Clearing team events prior to the event.
12. Seeking input and suggestions from the team.
13. Organize sponsor events



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Electrical and Dynamics Captains

1. Prepare yearly build schedule
2. Organize and run design meetings
3. Maintain and monitor team progress
4. Teach and implement design processes
5. Final review of part drawings to ensure accuracy and coordination with other subsections.
6. Prepare team for design presentations
7. Maintain records of past and current designs
8. Final call maker for Electrical/Dynamics technical design decisions

Section Leads

The Section Leads shall lead their respective section in their design and build of their components of the vehicle. The responsibilities of the Section Leads are as follows:

1. Ensure that the captain's needs are met so that they can perform their job properly.
2. Manage their respective section.
3. Always ensure safety of the team
4. Review drawings for components in their section to ensure parts are designed properly.
5. Aid in the preparation of reports.
6. Prepare design presentations for their sections work.
7. Provide insight and support to general members

General Members

The General Members consists of all Gryphon Racing members. Members who are also in leadership positions *may* have reduced activities in this area. Responsibilities of General Members are as follows:

1. Assembly of vehicle.
2. Research and design of vehicle components.
3. Always operate safely and responsibly.
4. Preparation of component drawings for manufacturing.
5. Manufacturing of components.
6. Assist in preparing design reports and submissions.

Additionally please refer to the document: Gryphon Racing - Code of Conduct for more specifics on expectations of all members of Gryphon Racing.

Method of dismissing a member

If a member is in violation of the constitution, he or she will be informed of their violation either verbally or through email. Misdemeanor violations will result in a verbal warning and possible suspension. Major violations will result in immediate suspension or dismissal from the team. Major violation offences will always be followed by notification to the member via email. The decision to suspend a member is up to the team captain(s). Dismissals will be discussed with the faculty advisor. Members who have been suspended or dismissed will have 48 hours, from the time of notification, remove all personal belongings from the shop and return their key to the Team Manager. Suspended and dismissed members are not permitted within the shop and violation may result in legal action.



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Violations of the Constitution:

Misdemeanor	Suspension/Dismissal
Not following safety regulations	Refusal to follow safety regulations
Disrespecting another member	Harassment of another team member
	Disrespecting faculty
Misuse of shop equipment	Stealing from the shop or another member

Storage of Personal Effects in the Shop

The team welcomes all members to make themselves comfortable in the facility and, as such, personal items can be stored in the shop if done so properly. Any personal belongings must be labeled and stored correctly. The team will not be responsible for the damage, loss, or theft of personal effects. Any belongings left unclaimed for the duration of one year will become property of the team. At no time will personal items interfere with shop work or production of the vehicle.

Use of Shop Space for School Projects

Gryphon Racing encourages creativity and hand on experience to all engineering students, however, only members of the team are permitted to use the shop for school projects. Team members may invite their fellow group members to the shop for discussions or demonstrations, but non-members are not permitted to use any tools or equipment in the shop, or participate in any work regarding tools or equipment in the shop. At no time will school projects interfere with shop work or production of the vehicle. Team members are to be aware that any damage to tools or equipment that occurs when being used for school projects must be replaced at the team members expense.

Use of Shop Equipment

Shop safety training will occur once per year (approximately at the end of October). Once training is completed, trained individuals can use shop equipment provided they follow shop safety regulations. Members are encouraged to ask for assistance if they are unsure of how to use any equipment or tools. There must be at least two members in the shop for power tools to be used. The mill may only be used if an experienced section lead is present to supervise. A list of competent users will be posted at the mill.

Any shop training other than that provided by the University of Guelph specific to the Gryphon Racing shop is not recognized by the team and therefore will not permit the individual to use shop equipment. (SOE machine shop training DOES NOT apply to Gryphon Racing facilities)

Shop safety regulations are posted in the shop and must always be followed. Failure to follow safety regulations will result in a warning, failure to adhere to warning may result in further disciplinary actions.



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Safety

Safety is everyone's responsibility and number one priority. All members are expected to behave in a respectful manner to all parties. Anytime work is being done, everyone must always ensure their own and the safety of others. Prior to using any shop equipment, team members must be trained on all equipment found in the shop. These training courses are organized in conjunction with the School of Engineering and occur each fall. Members who do not complete the safety training are not permitted to use shop equipment. Gryphon Racing's safety training is separate from the School of Engineering's training and these certifications are not interchangeable, although Gryphon Racing safety training does fully encompass the SOE yellow card training. Safety shoes are to be always worn in the shop areas and safety glasses must be worn anytime that work is happening in the shop area. Safety noise-cancelling earmuffs are available for high volume situations. During this yearly training or anytime during the year, if tools/equipment are not up to SOE machine shop standards for safety, they will be marked for replacement and be replaced in a timely manner and may not be used in the time awaiting their replacement.

Refer to Appendix A for complete safety training protocol.

Team Meetings

Team meetings will be held at a consistent time and location (may change between semesters). All members are expected to attend their respective weekly meetings. If a meeting is missed due to lab or class, it is the responsibility of the member to get the missed information from the other members. Attendance will be taken at meetings, failure to attend meetings may result in dismissal from the team. If three consecutive meetings are missed a member is at risk of being dismissed from the team.

Team Communications

Team communications are conducted using two platforms, discord, and email. An email will be used for team newsletters and for recruitment. Team email will be used to communicate with university administration, sponsors, and outside companies. Important such as disciplinary action will also be communicated over email. Discord is to be used for all general team related chats, conversations, and announcements. Team members are reminded that this is a professional setting, and this platform is to be used for team related conversations.

Assets and Confidentiality

Physical Security and Shop Safety

Leads will message in Discord when they are going to open the shop to notify members when they can come in. Leads will give an approximate time interval you are staying to allow others to plan their schedules instead of coming and going at different times. If you are the last to leave, you are responsible for locking up the shop (bathroom and office) and ensuring the equipment is locked out before leaving. All tools must be put in their required storage units, and all machines turned off (including devices in computer lab).



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Confidentiality

Leads, and members should feel safe that their personal information will be handled with care. Information such as, contact information, passport data, driver's license, signed software/sponsorship contracts, and other information will be stored in a secure location with limited access. The information can only be accessed by those with administration privileges and will be in password protected folders in OneDrive to ensure security of information. This folder will be used for all member data.

Intellectual Property

All projects, investigations, research conducted on behalf of the team must be shared with the team for future reference. All documents & electronic works (i.e. Solidworks CAD models) are to be created & stored in OneDrive. All projects, investigations, research conducted on behalf of the team, the rights to the product belong to Gryphon Racing as the intended purpose and design was for the team. This includes but is not limited to, software, parts/equipment, sketches, and research of any kind. The credit for the creation of the product goes to its creator, but ownership of the actual product remains with Gryphon Racing.

Missed Deadlines

All team members are expected to meet and follow project schedules and deadlines. Members are expected to present their progress (with sketches, calculations, CAD, etc) at each team meeting. Members who fail to demonstrate any progress at two consecutive meetings risk losing responsibility for their project(s). Members consistently fail to meet deadlines are at risk of being removed from the team.

Competition Driver Selection

Competition drivers will be selected and agreed upon by the captains. Drivers will be selected based on a combination of commitment to the team, skill, and availability. All competition drivers must be engaged in the team to be permitted practice in a Gryphon Racing vehicle.

Financial Integrity and Responsibility

Spending Gryphon Racing Money

When ordering parts or requesting sponsors to make parts, the finances will be handled by captains and designated business leads. When a member requests money, the member must explain the reason, and show quotes where applicable. Simple things, such as items from Canadian Tire can be bought by members, who will then be reimbursed by the team, so long as the purchase is approved by the captains, and they can get a receipt for the transaction. Any purchase, of any quantity not approved does not qualify for automatic reimbursement.

All purchases are to be posted in the Purchasing discord channel for review. This review allows members to discuss the best location for purchase and possible sponsorships which may apply to this product. All purchases must be cleared by a subsection leader and purchases over \$100 must be cleared by a Team Captain. All purchases to be reimbursed must have receipts submitted to the purchasing team within 10 days of purchase date.



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Recording Transactions

All transactions with sponsors, and other suppliers must be recorded in the form of a receipt or invoice. These transactions must be stored somewhere in the OneDrive so captains and business section leads can access them. Create a blank folder for your specific subsection to house receipts/invoices. Having the paper copy is not enough, take a picture and upload it to the drive so it can be used as a backup in-case the physical copy is lost.

Sponsorship

The team relies heavily on corporate sponsorship for funding in the form of money, products and services. As such, it is the responsibility of all members to always represent the team in a positive manner, especially at team organized events. All members are responsible for producing and maintaining relationships with corporate sponsors. It is the responsibility of a project leader to source a sponsor for his/her project or, if a sponsor cannot be found, to ensure funding is available.

Amendments to the constitution

Amendments to the constitution of Gryphon Racing may be amended by a two-thirds (2/3) majority vote of all Gryphon Racing leadership (section leads & captains).

Appendix

Appendix A: Complete Safety Training Procedure A:

Tier	Permissions	Required to Advance
1	None	<ul style="list-style-type: none"> • SOE Green Card • GRC Safety Training
2	Hand tools No power tools	<ul style="list-style-type: none"> • SOE Yellow Card
3	Hand tools Power tools	<ul style="list-style-type: none"> • Advanced safety overview from Relevant Tier 5
4	Hand tools Power Tools Big 3- Lockout: <ul style="list-style-type: none"> • Lathe • Welder • Mill <p>*Tier 5 member competent on specific device must be present when one of Big 3 in use</p>	<ul style="list-style-type: none"> • All members competent on specific Big 3 must unanimously vote to raise level of member to Tier 5
5	Full Access	

**Member with card access must be present at any time a tool is being used.