

TESLA WORKS

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Chapter I **Board of Officers**

Section 1

President The President will uphold the responsibilities detailed in Article VI Section 2 of the Tesla Works Constitution.

Section 2

Vice President The Vice President will uphold the responsibilities detailed in Article VI Section 2 of the Tesla Works Constitution. The Vice President is also the Officer primarily responsible, but not legally liable, for the safety of all Tesla Works operations.

Section 3

Secretary The Secretary is responsible for documenting Tesla Works decisions, and upholding and developing Tesla Works operating procedures.

Section 4

Treasurer The Treasurer is responsible for managing the finances of Tesla Works.

Section 5

Purchasing Manager The Purchasing Manager is responsible for making and documenting the purchases of Tesla Works.

Section 6

Project Director The Project Director is responsible for maintaining a connection between Projects and the Board of Officers.

Section 7

Communications Director The Communications Director is responsible for the internal and external communications of Tesla Works.

Section 8

Outreach Coordinator The Outreach Coordinator is responsible for connecting Tesla Works with the external community and facilitating new members' transitions into Tesla Works.

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Section 9

Friday Night
Project Manager

The Friday Night Project Manager is responsible for creating weekly projects whose purposes coincide with those enumerated in Article I Section 5 of the Tesla Works Constitution.

Chapter II **Elections**

Section 1

Schedule

Officer elections will be publicly held twice during the University of Minnesota, hereinafter referred to as “University,” Academic Calendar. Each will elect part of the Board of Officers. The date and time of each election must be made public at least two (2) weeks before it is held.

Subsection 1 – Fall Elections

The elections for the positions of Project Director, Communications Director, Outreach Coordinator, and Friday Night Project Manager will be held within the fall Semester of the University Academic Calendar.

Subsection 2 – Spring Elections

The elections for the positions of President, Vice President, Secretary, Treasurer, and Purchasing Manager will be held within the spring semester of the University Academic Calendar.

Section 2

Nominations

Individuals eligible for any Officer position, pursuant to Article III Section 2-3 of the Tesla Works Constitution, may self-nominate or be nominated by any Regular Member. The Chair of the Election will accept nominations for each Officer Position beginning at least two (2) weeks prior to the election date and ending immediately prior to the start of the ballot for that Officer position. Submitted nominations will be automatically and immediately made visible to all Officers. Every nominee will be notified of their nomination within two (2) days of the nomination, and will have the right to accept or decline it.

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Section 3

Contract

Upon nomination, each nominee will be invited to sign the contract detailed in Article III, Section 2 of the Tesla Works Constitution. Signature of this contract will enable acceptance of any nominations that the nominee wishes to accept. An individual who accepts their nomination will be considered a Candidate.

Section 4

Candidate List

The list of Candidates for each Officer position will be presented to all Voting Members two (2) days prior to the election for that Officer position, and may be updated up to the time of the election for that Officer position.

Section 5

Election

Procedures

Subsection 1 – Candidate Speeches

For each Officer position, every Candidate will have the opportunity to speak to assembled Voting Members. Candidates will speak in the order in which their nominations for the position were submitted. No Candidate will be able to hear the speeches of other Candidates for the same position. Each Candidate for a Cabinet position will be awarded three (3) minutes to speak in front of the Voting Membership, while each Candidate for the positions of President and Vice President will be awarded five (5) minutes to speak.

Subsection 2 – Discussion Period

After all Candidate speeches for an Officer position have concluded, a discussion period will be held. The Chair of the Election will moderate and close the discussion.

Subsection 3 – Ballot Procedure

Following the discussion period for an Officer position, every Voting Member may cast a vote for one Candidate for that Officer position. The Chair of the Election will preside over the voting process and be responsible for counting all ballots, as well as announcing the result of the voting process. The results of the voting process for each Officer position will be announced immediately to the Candidates for that position and the present voting audience, and will be made public within three (3) days following the election.

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Section 6

Absentee Voting

It is the responsibility of the Chair of the Election to facilitate an absentee voting process for Voting Members who cannot be physically present at the election. This process must be announced and made accessible to all Voting Members immediately after the Candidate list is compiled. Absentee votes will be accepted until immediately prior to the start of the first Candidate speech of the election.

Chapter III

Board of Officers Meeting

Section 1

Purpose

Board of Officers Meetings will be organized in accordance with the procedures set forth by Article IV Section 2 of the Tesla Works Constitution. The purpose of these meetings is to perform the supervisory tasks of Tesla Works. These include, but are not limited to, discussing and making decisions related to Tesla Works operations, programming, and external relations.

Section 2

Chair

Every Board of Officers Meeting will be presided over by a Chair, who must be present at the meeting. The Chair will be the current President or another Officer designated by the President.

Section 3

Voting

Votes will not be anonymous, unless explicitly stated otherwise, and Officers will be given the option to abstain from the voting procedure. All abstentions will be considered a vote of confidence for the majority vote.

Section 4

Meeting Procedure

Subsection 1 – Motion to Discussion

All Motions to Discussion will be conducted at the discretion of the Chair.

Subsection 2 – Motion to Vote

A seconded Motion to Vote must be entertained by the Chair and will result in a Vote conducted by the Chair and outlined in the Tesla Works Bylaws Chapter III Section 3.

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Subsection 3 – Motion to Adjourn

A seconded Motion to Adjourn any Board of Officers Meeting must be entertained by the Chair and will result in the conclusion of the meeting, upon a majority vote.

Subsection 4 – Motion to Table Discussion

A seconded Motion to Table Discussion must be entertained by the Chair and, if approved by a majority vote of the Board of Officers, will result in postponing the discussion until the next Board of Officers Meeting, where it must be re-addressed.

Section 5

Recess Voting Procedures

Subsection 1 – Motion to Vote

Any Officer may make a Motion to Vote on an action requiring prompt and timely consideration when a Board of Officers Meeting is not in session, provided that the method of voting is accessible to all Officers. Voting will take place following the approval of the Motion to Vote and will be conducted at the discretion of the President.

Subsection 2 – Voting Process

A vote will be considered valid under the following conditions: a) when a majority vote of the Board of Officers is found and b) a Quorum is met. If these conditions are not met in the initial 24-hour voting period, the voting period will extend up to another 72 hours until a Quorum is met. If a Quorum is not met within the 72 hour extension period, the vote will be considered null and will be tabled until the next Motion to Vote.

Chapter IV **Finances**

Section 1 Financial Authority

The President will have the ultimate pecuniary responsibility of Tesla Works, particularly in ensuring that the usage of funds is compliant with the conditions of their acquisition.

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Section 2 Purchasing Procedure

Subsection 1 – Purchasing Requests

All financial allocations made by Tesla Works must be approved by a majority vote of the Board of Officers. Reimbursements are not guaranteed for purchases using personal assets that were not preapproved by the Board of Officers.

Subsection 2 – Allocation of Funds

It is the responsibility of the Purchasing Manager to facilitate all financial transactions made by Tesla Works, as well as to ensure that these transactions are conducted in accordance with the intent of the Board of Officers. If the Purchasing Manager perceives a discrepancy between a requested allocation and the intent of the Board of Officers, the allocation cannot be made until it is brought to discussion and, if deemed necessary by the President, a vote by the Board of Officers.

Subsection 3 – Project Funding

A Project must have Current status, as pursuant to the Tesla Works Bylaws Chapter VI Section 1, in order to receive funding from Tesla Works.

Section 3 Documentation

It is the responsibility of the Treasurer to ensure that all financial transactions made by Tesla Works are recorded accurately, efficiently, and in a manner that is publicly visible.

Chapter V **General Meetings**

Section 1 Purpose

The purpose of General Meetings, found in Article IV Section 1 of the Tesla Works Constitution, is to motivate Tesla Works members to work on Projects, as well as to inform members about events and projects within Tesla Works.

Section 2 Responsibility

Planning and coordinating General Meetings will be the responsibility of the Outreach Coordinator.

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Chapter VI **Projects**

Section 1 Definitions

Subsection 1 – Updates

Each Project will be required to submit an Update to the Board of Officers two (2) times during both the Fall and Spring semesters of the University Academic Calendar, once within the first five (5) weeks of the semester, and again within the last five (5) weeks of the semester, barring the period of final exams. Each Update will detail the progress made by the Project, estimate Project membership, and share the goals and timeline of the Project.

Subsection 2 – Current

A Current Project has a Project Manager, makes and records progress on the Project, and regularly communicates with the Board of Officers. A Current Project may receive any Tesla Works resources.

Subsection 3 – Hiatus

A Project is considered on Hiatus if it fails to submit an Update within the five (5) week period for that Update, or if the Project Manager requests, in writing, Hiatus status from the Board of Officers. A Hiatus Project may receive non-monetary Tesla Works resources, but it will not receive Tesla Works funding. A Project on Hiatus may return to Current status upon the submission of an Update at any time.

Subsection 4 – Probation

A Project may be placed on Probation pursuant to Article VII Section 4 of the Tesla Works Constitution. A Project on Probation will not receive Tesla Works funding but may receive non-monetary Tesla Works resources at the discretion of the Board of Officers. After a Project has been on Probation for three (3) weeks, its status must be reviewed at the first upcoming Board of Officers meeting. At this review, the Board of Officers will discuss and vote to change the status of the Project to Current or Archived, or to extend the Probation period by an additional three (3) weeks. A Project may not remain on Probation for more than eight (8) consecutive weeks or Board of Officers Meetings, whichever comes last, nor may any probationary period be extended more than once.

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Subsection 5 – Archived

A Project is considered Archived if it fails to submit three (3) consecutive Updates, if the Project Manager submits a written request for Archived status to the Board of Officers, or if the Board of Officers votes to change the status of a Project from Probation to Archived. Once a Project receives Archived status, its status may not change. An Archived Project will receive no Tesla Works resources, and any resources held by the Project will be redistributed at the discretion of the Board of Officers.

Section 2

Project Application Process

Subsection 1 – To begin the Project Application Process, a proposed Project must submit a Project Application Form detailing its intent, the proposed Project Manager, and a general idea of the resources needed. Once submitted, the proposed Project must be presented at a Board of Officers Meeting.

Subsection 2 – Following the presentation of the proposed project, the Board of Officers will assess the degree to which the proposed Project is aligned with the purposes enumerated in Article I of the Tesla Works Constitution. The Board of Officers may, by a two-thirds majority vote, assign the proposed Project Current Project status pursuant to the Tesla Works Bylaws Chapter VI Section 1.2.

Subsection 3 – A new Current Project is then encouraged to present at an upcoming General Meeting to publicize itself.

Section 3

Project Manager Responsibilities

Subsection 1 – Project Leadership

A Project Manager, as pursuant to Article II Section 7 of the Tesla Works Constitution, is responsible for managing the finances and production of their Project.

Subsection 2 – Project Updates

The Project Manager is solely responsible for submitting Updates for their Projects to the Board of Officers.

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Section 4

Changing Project Manager

Subsection 1 – Internal Selection

If a Project Manager position is vacated for any reason, the departing Project Manager will select a new Project Manager. Following the selection of a new Project Manager, the departing Project Manager must notify the Board of Officers of the change and provide contact information for the new Project Manager. In all cases, the departing Project Manager will be the de facto Project Manager and will retain the duties of the position until such time that a new Project Manager is chosen.

Subsection 2 – No Selection

If the departing Project Manager fails to select a new Project Manager, and the Project is given Hiatus status, as pursuant to the Tesla Works Bylaws Chapter VI Section 1.3, a new Project Manager may be approved by a majority vote of the Board of Officers. A Project will be reinstated to Current status when a new Project Manager has been approved.