



THE CONSTITUTION OF BLUElab

At the University of Michigan at Ann Arbor

Founded: 10/2002

Updated: 7/8/2018

Preamble

BLUElab guides eleven project teams through a **socially-engaged sustainable design process**. Each team works with stakeholders to address identified needs. Areas of focus include water accessibility, solar technology, resource management in homes, anaerobic digestion, engineering education, and wind powered technology. Each project team works with a partner community in Ann Arbor or internationally, in Mexico, Guatemala, India, Thailand, Bangladesh, or Nicaragua. We offer students the opportunity to hone their inter and intrapersonal skills, engage in social responsibility, participate in an interactive design experience, and develop as servant leaders. BLUElab is a student run organization with an executive board, project team board, eleven project teams, and over 300 members. The core ideas that transfer across all our teams are (1) working in the space of sustainability and (2) creating socially-engaged designs through the BLUElab gate process.

Overview of BLUElab's Structure

Currently BLUElab is a sponsored student organization within the College of Engineering. We have stakeholders and supporters within the College of Engineering (OSA, IPE, departments, faculty, Wilson Center, etc) that our executive board liaises with on a regular basis. As of 2015, the executive board consists of twelve members (roles described later in the constitution through a link). The executive board receives guidance from BLUElab's faculty advisor, Dr. Jesse Austin-Breneman. The executive board also works closely with the project board. The project board consists of one to four members from each BLUElab project team and any BLUElab working team. The project board representatives attend biweekly meetings to receive administrative updates, share what is going on with each team, and engage in small- and large-group discussions through meetings facilitated by the executive board's Internal Vice President or a member of the BLUElab executive board core (President or Vice Presidents). The role of the executive board in relation to the project board is to support any and all needs a project team might have (travel questions, access to resources on campus, recruitment, funding allocations, building a BLUElab community, etc). The project board representatives then facilitate information from the executive board to their team's active members through weekly (or more frequent) meetings. Project teams and working teams have 6 to 50 members and work on a specific project addressing a sustainable, socially-engaged design. Each BLUElab project team signs a contract (project team agreement) with the executive board on a semester basis to renew their project team status and receive BLUElab's SSO status. Working teams do not sign project team agreements, since they are not officially project teams.



BLUElab's Teams

BLUElab Biogas International

The Biogas International team's mission is to build partnerships in order to empower rural communities to restore their environment, improve their health outcomes, and achieve economic sustainability. Biogas International is currently working on new biogas technologies to improve the lives of farmers in the Mexico City area. These technologies include biogas sensing, filtration, and purification. These technologies aim to improve farmer health outcomes and the usefulness of their biogas systems. The team leaders are Evan Davis (evrdavis@umich.edu), Joseph Rodgers (jrodg@umich.edu), and Matthew Theis (mthe@umich.edu).

BLUElab Bangladesh

BLUElab Bangladesh's mission is to promote technological development in underdeveloped areas of Bangladesh through multidisciplinary, sustainable engineering solutions. Our team's goal is to find a partner NGO and community to work with in the coming year through the 2018 summer partnership evaluation trip. We'll spend the fall semester preparing for a formal needs assessment trip in December 2018 and training our teammates in the C-SED Prototyping Lab to prepare for the prototype generation gate. We want to have gone through the design specifications and concept generation & selection gate and complete our prototype by the end of the winter semester so we can go on a prototype & design verification trip during the 2019 summer. Team leaders are Tasin Malik (tasin@umich.edu) and Derek Tan (derektan@umich.edu).

BLUElab Discovery

The BLUElab Discovery Team spend the '16-17 and '17-18 Academic Years scoping and establishing partnerships with two different non profits, with one team of students dedicated to the development of a low cost turbidity sensor with the group Water Mission. Another team of predominantly Computer Science students has been working to develop a mobile app for a non profit in Detroit that teaches residents principles of energy conservation. The team leaders are Jonathan Ye (jmye@umich.edu) and Joh Reeves (reevesjm@umich.edu).

BLUElab Green Roof

The Green Roof team's mission is to work on projects that help community members focus on sustainable urban design to improve water quality, to reduce energy consumption, and to create a harmonious relationship with the environment in our communities. In the past year Green Roof completed a project with Sloan Plaza which involved completing a financial analysis and a cost benefit analysis of implementing a green roof on the roof of the Sloan Plaza's parking garage. The team also worked on three different possible designs that incorporated several design elements to improve the quality of and reduce stormwater runoff. The Green Roof team is currently working on finding a new project that incorporates urban and sustainable design concepts. The team leaders are William Rainey (raineyw@umich.edu) and Kevin Fietsam (kfiets@umich.edu).

BLUElab India Project

The mission of the India Project is to co-design sustainable, culturally appropriate technology to improve the quality of life for people in and around Kalol, Gujarat, India. The India Project is composed of two sub-teams: one focusing on improving the ventilation and efficiency of stoves and the other on designing a household toilet system. Both teams are co-designing with one family each in the village of Dolatpura to



tailor the technology to meet their specific needs. The team leaders are Nisha Patel (nmpat@umich.edu) and Gautham Ravi (gravi@umich.edu).

BLUElab Living Building Challenge

The Living Building Challenge is a local project team based in Ann Arbor that aims to retrofit residential buildings to be self-sustaining and achieve positive water management. The team has partnered with the Grocoff family and their historic net-positive energy home in the Old West Side of the city since 2013 to realize this project and fulfill the qualifications to be a Living Building. The team's mission is to develop designs for self-sustaining resource management in buildings, and foster collaboration between students of all ages, professionals, and community members working toward this goal. The team is currently focusing on planning/executing the first phase of construction: installing the cisterns, pumps, pilot water purification system, and wastewater treatment system. The team leaders are Isaac Mulder (mulderis@umich.edu) and Jessica Ma (jessima@umich.edu).

BLUElab NicarAGUA

The NicarAGUA team's mission is to develop socially, economically, and environmentally sustainable water technologies to meet the identified needs of communities locally and abroad. By engaging and making connections with the communities abroad, they hope to build a sense of ownership among the people to ensure sustained success and positive impact of their systems. The current goals of the project are two pronged: first, to build rainwater catchment, storage, and irrigation systems for various households throughout the community; and second, to educate the residents on the use and repair of these systems, along with on general water treatment and sanitation issues. The team leaders are Alec Distel (distalec@umich.edu) and Emily Brady (ecbrad@umich.edu).

BLUElab Sa' Nima' Collaborative

Sa' Nima' collaborative works with communities in Guatemala to engineer projects in the community that can address their identified needs such as lighting and water purification. This year, Sa' Nima' is starting from the beginning of the gate process. Over the summer, our travel team visited three potential communities to begin a project with, and identified a variety of needs within each one. Additionally, Sa' Nima' will be continuing with its education project in a new way. In the past, travellers have taught english lessons to the classes that have been prepared by the team during the school year. While the team aims to continue planning these lessons, the education team will also begin to develop methods and materials to continue this education after the travellers have left. The team leaders are Keara Bird (kdbird@umich.edu) and Amber Mortzfield (amortz@umich.edu).

BLUElab Thailand

BLUElab Thailand started in the Spring of 2016. In June 2016 a few team members traveled to Northern Thailand as part of a partnership development trip and formed a relationship with faculty at Chiang Mai University, and is currently focused on preparing for a needs assessment in summer 2017. The team's current mission is to find out where BLUElab's design process can have the greatest impact in a community in Northern Thailand. The team leaders are Allison Chang (allimi@umich.edu) and Alexander Atkinson (aatkin@umich.edu).

BLUElab Watershed

The Chaguiton's team's mission is to examine and monitor water quality through sustainable technology and to create a socially-engaged solution to the water quality issues particularly in the Great Lakes



Region. The team's local project is focused on the Huron River Watershed. The team is assessing the current monitoring systems for phosphorus content in water and how it impacts nearby watersheds. The team leaders are Josephine Thomas (tjosephi@umich.edu) and Emma Koski (ejkoski@umich.edu).

BLUElab Woven Wind

The purpose of BLUElab Woven Wind is to design, build, test, and implement wind-powered technology to serve our collaborators by developing sustainable, safe and functional devices that act as educational tools to both the team and the end users. The team recently completed a project implementing a working turbine at A2STEAM Elementary in Ann Arbor while organizing activities with the kids to help them learn about the turbine and the process. In addition, last year Woven Wind partnered with the Ann Arbor Hands-On Museum to develop a wind energy education program through a grant from the US Department of Energy. The team spent the past year designing and building a portable wind turbine which was brought to several green energy festivals and fairs during the summer of 2016. Currently, the team is focused on developing a partnership with a new elementary or middle school. They will also focus on learning and improving from their past two projects. The team leaders are Andrew Zhou (ajzhou@umich.edu) and Abby Chapin (amchapin@umich.edu).



Article I — Name and Affiliations

- A. **Name** - The name of this organization shall be BLUElab. Prior to April 2015 the organization's name (BLUElab) was an abbreviation of Better Living Using Engineering Laboratory. The full name of Better Living Using Engineering Laboratory is no longer applicable to the work our organization does in its entirety and the organization now only goes by the name of BLUElab. BLUElab's name is extended to each of its project teams using BLUElab Biogas International, BLUElab Biogas Local, BLUElab Chaguiton, BLUElab Discovery (Hagley Gap), BLUElab Green Roof, BLUElab India Project, BLUElab Living Building Challenge, BLUElab NicarAGUA, BLUElab Pantanal Partnership, BLUElab Sa Nimá Collaborative, BLUElab Thailand, and BLUElab Woven Wind. These twelve organizations are officially affiliated with BLUElab as project teams.
- B. **Affiliations with “Similar” Organizations** - BLUElab will have no formal affiliation with Engineers Without Borders - USA or Engineers for a Sustainable World or their associated chapters at various post-secondary institutions throughout the United States. One way BLUElab is different that the two organizations mentioned due to our sustainable socially-engaged design process. Despite this, BLUElab will continue to consider collaborating with any group that shares a common vision with the organization.
- C. **Affiliations with University of Michigan Stakeholders** (outside of the College of Engineering Office of Student Affairs and International Programs in Engineering) - BLUElab will have no formal association with a University of Michigan stakeholder unless it is directly in relation to the sponsored student organization documentation that BLUElab files with the University of Michigan through the College of Engineering's Office of Student Affairs. If a BLUElab member, project team, or the executive board decides to enter a relationship with a University of Michigan entity (in relation to their BLUElab project) other than the College of Engineering's Office of Student Affairs or International Programs in Engineering, a BLUElab member must notify the executive board through email or in person so the BLUElab Secretary can keep track of these relationships.
- D. **Affiliations with Non Profits, Non Governmental Organizations, Community Partners, and Foundations** - BLUElab will have no formal association with a non profit, non governmental organization, community partner, or foundation unless a project team leader or executive board member deems the collaboration to be of benefit to a BLUElab project team or the organization. If a partnership is created, a project team leader or member of the executive board must provide background on BLUElab and notify the partner of how BLUElab functions. The executive board must be notified of this relationship. The BLUElab executive board does not need to be notified of any service fee or activity fee that a project team is directly making to a non profit, non governmental organization, community partner, and/or foundation. But, project teams should be aware of their SOAS account balance before making payments for any fees.
- E. **Affiliations with Donors or Potential Donors** - Donors and potential donors to BLUElab include corporations, University of Michigan Colleges, University of Michigan Departments, University of Michigan Centers, University of Michigan Institutes, and individual donors. The executive board



must be notified of all major funds or potential funds provided to the executive board or a project team in the amount of \$500 or more.

Article II — Purpose, Values, Mission, Vision

A. Purpose

- a. Promote sustainable design through socially-engaged design practices (more specifically, a BLUElab gate process) that emphasize co-design with stakeholders
 - i. Address and meet the needs and goals of our end users
- b. Provide hands on, experiential learning opportunities that students would otherwise not gain in a University of Michigan classroom setting
- c. Address needs in an environmentally, culturally, socially, and economically sustainable fashion
- d. Provide an opportunity for BLUElab's members and stakeholders to understand the organization's values of sustainability, collaboration, community, education, and servant leadership.
- e. Raise awareness of needs communities in Michigan and globally have and engage in socially-responsible endeavors

B. Values

- a. Sustainability - Improving lives today without compromising future need through consideration of society, culture, economy, and the environment.
- b. Collaboration - Harnessing the group's diverse and complementary skills and experiences to further the group's effectiveness.
- c. Community - Uniting with partners within and beyond UM through common purpose, mutual respect, and open communication to advance sustainable development.
- d. Education - Learning through critical thinking, community interaction, and the BLUElab process to apply domain technical knowledge and cultural insight to achieve a goal.
- e. Servant Leadership - Emerging as leaders by accepting responsibility and acting with humility to serve the needs of others.

C. **Mission** - The mission of BLUElab is to unite and empower project teams to effectively utilize our socially-engaged design process to implement socially, economically, and environmentally sustainable technology.

D. **Vision** - BLUElab project teams will successfully implement sustainable technologies, while empowering members, community partners, and stakeholders. We will have built a strong, supportive community and will continue to be a leader on campus, preparing students to practice socially-engaged design. Furthermore, we will develop leaders who impact industry, government, and academia through their commitment to social responsibility and sustainability.



Article III—Membership and Voting

A. Membership

- a. Eligibility
 - i. Any University of Michigan student or professional in the greater Ann Arbor community shall be eligible to become a member of BLUElab
 - ii. BLUElab is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.
- b. Active Membership
 - i. An active BLUElab member is generally defined as someone who consistently attends project team or executive board meetings, attends BLUElab wide events and contributes to a BLUElab in a meaningful way.
 1. Executive board members will be identified as active members, even if they are not a member of a project team.
 - ii. Membership in BLUElab is defined by project team leaders and the project team roster. The project team roster will determine the BLUElab active listserv.
 - iii. Upon joining the organization, all members agree not to undermine the purpose or mission of BLUElab. The purpose and mission of the organization are listed in Article II of this constitution.
- c. Removal from Membership
 - i. A member can be removed from the project team roster for failing to remain active or failing to be in good standing with BLUElab. Members are removed from project team rosters at the discretion of project team leaders for that member.
 - ii. Removal of members on the executive board is covered in Article VIII.

B. Voting for BLUElab day to day administrative operations

- a. Day to day administrative operations consists of the executive board budget, constitution amendments, funding allocations, project team status, strategic direction, and gate process status.
- b. The BLUElab executive board will vote through an anonymous google poll administered by the BLUElab President or the pertinent BLUElab Vice President. The results of the google poll will be transparent and in the BLUElab President's folder.
- c. If the majority (51% or more) of the executive board members agree on a vote, then the vote will pass
 - i. No eboard member, including President and Vice Presidents, have veto power over the executive board, nor does any BLUElab affiliate
 - ii. In the event of a tie, the topic will be discussed at the next executive board and project board meeting and another poll will be sent out until a majority is reached.
- d. If an executive board member would like to appeal a vote, they must do so within 1 eboard meeting (1 week), by adding it to the executive board agenda and discussing why they would like a re-vote to occur.

C. Voting for general BLUElab topics that can be considered applicable to all of BLUElab. Examples of some of these topics that are considered to be applicable to all of BLUElab could include voting



of the next executive board leadership team, changes to BLUElab's mission/vision/values, or major branding changes.

- a. The BLUElab executive board, project board, and project teams (if deemed necessary) will vote through an anonymous google poll administered by the BLUElab President or the pertinent BLUElab Vice President. The results of the google poll will be transparent to members of the BLUElab executive board and in the BLUElab President's folder.
 - i. Results from the poll will be summarized and sent, in its original google poll response form, to BLUElab members that were invited to participate in the voting within 1 week of the poll closing
- b. If the majority (51% or more) of the executive board members agree on a vote, then the vote will pass
 - i. No eboard member, including President and Vice Presidents, have veto power over the executive board, nor does any BLUElab affiliate
 - ii. In the event of a tie, the topic will be discussed at the next executive board and project board meeting and another poll will be sent out until a majority is reached
- c. If an executive board, project board, or project team member would like to appeal a vote, they must do so within 1 pboard meeting (2 weeks), by adding it to the project board agenda and discussing why they would like a re-vote to occur.

Article IV—Executive Board and Project Board

- A. **Executive Board Eligibility** - To be eligible for an executive board position, one is strongly recommended to be an active member of BLUElab and in good standing with BLUElab.
 - a. The executive board may seek out a non-BLUElab member for a role, if specific expertise are needed.
 - b. Students pursuing co-ops and internship programs which would prevent the student from being present during the relevant Fall and Winter semesters will not be eligible to run for the following positions: President, Development Vice President, External Vice President and Internal Vice President.
- B. **Executive Board Position Definitions** - the positions on BLUElab executive board are divided into three roles: coordinator, chair, and facilitator.
 - a. A Coordinator (executive board core member) is a member in the position of President, Development Vice President, External Vice President, or Internal Vice President.
 - b. A Chair is an executive board member in the position of Development Committee Chair, External Committee Chair, or Internal Committee Chair.
 - c. A Facilitator is a member with the additional role of Financial Facilitator, Social Media Facilitator, or Travel Facilitator.
- C. **Executive Board Position Expectations** - a member of executive board should expect and be expected to do the following:
 - a. Direct activities and events of BLUElab
 - b. Perform duties that enable BLUElab to achieve their purpose, mission, values, and vision
 - c. Perform duties as outlined in the roles below



- d. Support project teams and BLUElab members in any and every day possible
 - e. The roles on the executive board are fluid and executive board members are expected to help in other roles as needed in addition to collaborating with others on the executive board
- D. **Executive Board Specific Roles** - The executive board will be made up of the executive board members, with roles described in this [document](#).
- a. President
 - b. Development Vice President
 - c. External Vice President
 - d. Internal Vice President
 - e. Development Committee Chair
 - i. 2 to 3 positions
 - f. External Committee Chair
 - i. 2 to 3 positions
 - g. Internal Committee Chair
 - i. 2 to 3 positions
 - h. Finance Facilitator
 - i. Additional role on external committee
 - i. Social Media Facilitator
 - i. Additional role on external committee
 - j. Travel Facilitator
 - i. Additional role on internal committee
- E. **Project Board Eligibility, Elections, and Expectations**
- a. To be eligible for an project team leader position, one is strongly recommended to be an active member of BLUElab and in good standing with BLUElab.
 - b. Project Team leaders will be elected by previous project team leaders and project team active members.
 - c. Project team leaders will be expected to sign project team agreements (renewals) prior to the start of every semester and attend every project team meeting (or send a representative from the project team on their behalf).

Article V—Budget

- A. **Minimum Balance** - There should always be at least \$5,000 in the BLUElab executive board account at any given time. The purpose of this \$5,000 is for any emergencies that might occur on BLUElab's project teams and for eboard to be able to financially support the emergency. We will prioritize this \$5,000 to go towards situations that compromise the health, safety, or security of a BLUElab member.
- B. **Purchases** made by the executive board on behalf of BLUElab:
- a. For any expenditure under \$100, a BLUElab executive board member can make the purchase and be reimbursed by the BLUElab Finance Facilitator



- b. For any expenditure between \$100 and \$500, a BLUElab executive board member must notify the BLUElab Finance Facilitator before the purchase for an informal approval
 - c. For any expenditure over \$500, a BLUElab executive board member must notify the BLUElab executive board and receive approval from a majority of the BLUElab executive board.
 - d. If a member of the BLUElab executive board does not follow the rules above, they will be responsible for covering the cost and will not be reimbursed.
- C. **Funding allocations** must be given to all project teams throughout the year in an amount and allocations determined by the executive board (Article III B).

Article VI – Meetings

- A. **General meetings** - BLUElab general meetings will take place for the BLUElab mass meetings, BLUElab Welcome Events, BLUElab Design Review, and BLUElab End of Year Olympics.
- B. **Executive Board meetings** - Will occur biweekly as determined by the BLUElab President and BLUElab Secretary at a consistent time and day each week.
- C. **Project Board meetings** - Will occur biweekly (every other week) as determined by the BLUElab Internal Vice President and BLUElab President at a consistent time and day every other week.
 - a. If a project team leader is not able to attend a project board meeting, they are required to appoint a representative to attend the project board meeting in their absence.

Article VII – Selecting the next Executive board

- A. First Step - Selecting the next executive board will include an application and include a description of all the roles
- B. Second Step - The executive board will send an invitation to the applicant for an interview with the executive board.
 - a. Executive board members that are leaving the executive board are the members that will be requested to participate in the selection process for the next executive board
 - b. Execution board leaders, Executive board members, and Project Board leaders will be requested to provide input about the selection of the next President, Development Vice President, External Vice President, and Internal Vice President through an anonymous poll.
- C. Selection of the next executive board shall occur by the end of March.
- D. All BLUElab members will be notified one week in advance that an application for an executive board position is open.



- a. The application deadline will be set by the BLUElab President.
 - b. The application must be submitted on or before the deadline for the nominee to be considered.
 - c. The application will require nominees to state their intent and qualifications for running.
 - d. An interview will be conducted by the executive board and possibility other members of the executive board leaving the organization
- E. A nominee may run for more than one position, but may accept only one position.
- a. Project team leaders that hope to continue as project team leaders (or have been picked to be project team leaders) are not allowed to run for an executive board position.
 - b. Any executive board member that has a significant leadership role on their project team's leadership team may not apply to eboard, unless they believe they can effectively manage their time.
- F. Any issues concerning order and administration of elections shall be decided by the BLUElab President

Article VIII – Removal from Office

- A. Elected and appointed executive board members may be removed from office for failure to perform duties or for violating the expectations set forth in their role(s).
- a. Facilitators and chairs will be removed if the executive board coordinators unanimously agree to do so.
 - b. An executive board coordinator may be removed from office through the following procedure:
 - i. A member of executive board moves to remove an executive board coordinator at an executive board meeting. If seconded after discussion, this moves to a vote. If the vote passes, then the process continues. The executive board coordinator whose removal has been moved has a vote in these proceedings.
 - ii. Following this, the removal of this executive board coordinator is on the agenda for the next project board meeting. Following this discussion, a google poll is sent to for vote by all executive and project board members. If this vote passes, the executive board coordinator is removed from office. The executive board coordinator whose removal has been moved has a vote in these proceedings, unless that vote would break a tied vote, in which case that vote is considered void and the vote is tied.
 1. In the case of a tied vote, the issue will be discussed and voted upon each subsequent meeting until either a majority is reached or the executive board votes to end the removal proceedings.

Article IX – Signing Officers

- A. Signer Officers are defined as:
- a. Authorized Signers Executive Board - executive board members with access to BLUElab's bank accounts and signing abilities (SOAS)



- b. Authorized Signers Project Board - executive board members with access to BLUElab's bank accounts and signing abilities (SOAS)
 - c. Project Agreement Signers - BLUElab leadership members with the authority to sign off on project team agreements to be a project team within BLUElab
 - d. BLUElab Letter Signers - any letter written on BLUElab letterhead
- B. Authorized Signers who have access to the executive board finances are:
- a. Finance Facilitator
 - b. President
 - c. Development Vice President
 - d. External Vice President
 - e. Internal Vice President
- C. Authorized Signers who have access to the project team's finances are:
- a. Finance Facilitator
 - b. President
 - c. External Vice President
 - d. Project Team Leader(s)
 - e. Anyone else nominated and seconded by the Project Team Leader(s)
- D. Project Agreement Signers that must sign off on project agreements are:
- a. Project Team Leader(s) or project team representative to the executive board
 - b. President
 - c. Internal Vice President
- E. BLUElab Letter Signers are those sign documents written on BLUElab letterhead
- a. President
- F. Signing of any binding agreement or statement must be arrived at by a majority vote from the executive board
- a. In the event of a conflict amongst the executive board, a decision will be reached by executive board members not involved in the agreement and a voting process (Article III B).

Article X – Amendments

- A. Any member of BLUElab can submit a proposal for an amendment to the BLUElab constitution at any executive board meeting, as long as the member notifies the BLUElab President to be added to the BLUElab executive board agenda for the week.
- B. Amendments to the constitution will follow Article III B voting processes.

Article XI - Project Teams



- A. Any individual can propose a project team to the executive board at any time via the BLUElab project proposal and budget.
 - a. Typically, the BLUElab executive board can support the project team through the working team status before becoming a project team within BLUElab
 - b. A working team will become an official BLUElab project team upon completion and approval of a project proposal by the executive board and the signing of a BLUElab project agreement.
 - c. Project agreements will be considered valid once signed by the project leaders, the BLUElab President, and the BLUElab Internal Vice President.
 - d. Project agreements will be signed in early May and early January.

- B. A project team is defined as a group of students (undergraduate or graduate) that are working towards goals that support the BLUElab mission, vision, values, and purpose. Each project team is required to sign the BLUElab project team agreement prior to the start of the semester.
 - a. Upon signing the Project Agreement, each team will receive seed money from the BLUElab funds. The amount of seed money given will be at the discretion of the Finance Facilitator and Executive Coordinators based on the available accounts in SOAS.

- C. Each team shall have representation at all project board meetings (or appoint a representative in place) and communicate with BLUElab executive board members as detailed in the project team agreement.

- D. Each project team will complete the Semester Design Review at the end of the Fall Semester and participate in the Panel Design Review if funds are needed.
 - a. Project teams are strongly recommended to invite the executive board and all members of BLUElab to Internal Design Reviews.

- E. Project team members shall attend required BLUElab events and project leaders (or a designated representative) will present at mass meetings for recruitment, if the team is recruiting that semester.

- F. Project Team leaders will complete tasks in a timely manner, as requested by executive board representatives.

Article XII - Ratification of this Constitution

- A. This Constitution will be ratified with any pertinent changes made by the President by majority vote by the incoming executive board in accordance with Article III voting rules.
 - a. Ratification will occur before the Constitution is submitted as part of organization registration for the year.

- B. This Constitution and the preceding Constitution will both be available to the executive board for viewing at least one week prior to the vote.

- C. Following ratification, the constitution will be signed by the BLUElab President



Ratified on: July 12th, 2018

Signed below

BLUElab President

Date

